

रजिस्टर्ड नं० पी० 461



# राजपत्र, हिमाचल प्रदेश

## (असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

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शिमला, शनिवार, 21 अगस्त, 1971/30 श्रावण, 1893

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**GOVERNMENT OF HIMACHAL PRADESH**

**EDUCATION DEPARTMENT**

**NOTIFICATION**

*Simla, the 24th December, 1970.*

**No. 21-2/70-Edu.-II**—In exercise of the powers conferred by section 27 of the Himachal Pradesh Board of School Education Act, 1968 (Act No. 14 of 1968), and of all other powers enabling him in this behalf, the Administrator (Lieutenant Governor), Himachal Pradesh, hereby makes the following first Regulations, namely:—

## CHAPTER—I

## GENERAL

1. *Short title, commencement and definitions.*—These Regulations may be called The Himachal Pradesh Board of School Education Regulations, 1970.
2. These Regulations shall come into force immediately from the date of publication in the Official Gazette.
3. In these Regulations and in the Rules and Bye-laws made thereunder, unless the subject or context otherwise requires, the following terms shall have the following meanings. Words importing the masculine gender shall be taken to include feminine and those in singular shall include the plural and *vice-versa*.
  - (1) “Act” means the Himachal Pradesh Board of School Education Act.
  - (2) “Board” means the Himachal Pradesh Board of School Education.
  - (3) “Chairman” means the Chairman of the Himachal Pradesh Board of School Education.
  - (4) “Committee” means a Committee as may be appointed by the Board under section 24 of the Act.
  - (5) “Department” means the Education Department of Himachal Pradesh.
  - (6) “Director” means the Director of Education, Himachal Pradesh.
  - (7) “Guardian” means the natural or legal guardian or a person approved by the Head of the Institution concerned as the guardian of a student for the purpose of these regulations.
  - (8) “Head of an Institution” means the Principal/Headmaster of a Higher Secondary/Multipurpose Higher Secondary/High School and such other institution recognised by the Board.
  - (9) “High School” means an educational institution preparing candidates for the Matriculation examination of the Board and recognised by the Board for such a purpose.
  - (10) “Higher Secondary School” means an educational institution preparing candidates for the Higher Secondary Part I and Part II examinations of the Board and recognised by the Board for such a purpose.
  - (11) “Multipurpose Higher Secondary School” means an educational institution preparing candidates for the Higher Secondary Part I and Part II examinations of the Board and recognised by the Board for such a purpose.
  - (12) “Principal” means the Principal of a Higher Secondary/Multipurpose Higher Secondary School.
  - ✓ (13) “Private candidate” means a person seeking admission to an examination conducted by the Board and has not, during the session, preceding the examination, been on the rolls of an educational institution.
  - (14) “Regular course of study” means a course of study prescribed by the Board for the purpose of any of its examinations.
  - (15) “Scholar’s Register” means the register containing the record of a scholar’s progress kept by the institution to which he belongs in the form approved by the Board.

- (16) "Secretary" means the Secretary of the Himachal Pradesh Board of School Education.
- (17) "Session" means the period for which an institution is open for tuition during the twelve months commencing with the formation of new classes.
- (18) "Teacher" means a person actually engaged in the work of instructions in an institution recognised by the Board.

## CHAPTER II

### MEETINGS OF THE BOARD AND RULES FOR ELECTION

#### SECTION I—MEETINGS OF THE BOARD

1. The Board shall meet as often as necessary but at least twice a year in the months of May and November as far as possible.
2. The meeting of the Board meant to be held in November will be deemed to be the Annual Meeting of the Board. This meeting shall, however, be held not later than the first week of March every year.
3. All the meetings of the Board and its committees shall be held at Simla or at such other place as the Chairman may, from time to time, direct.
4. The Chairman shall have the power to convene the meetings of the Board. He shall also call a meeting at any time on due notice of a requisition by not less than one-third members of the Board.
5. The Chairman shall preside at all the meetings of the Board. In the absence of the Chairman, Vice-Chairman shall preside. If the Vice-Chairman is also absent, the members present shall elect a member to preside at that meeting.
6. If any member fails to attend 3 consecutive meetings of the Board, he will have to explain his absence in writing to the Chairman.

#### SECTION II—BYE-LAWS RELATING TO THE PROCEDURE TO BE OBSERVED AT THE MEETINGS OF THE BOARD AND ITS COMMITTEES

1. At all the meetings of the Board, nine members exclusive of the Chairman shall form a quorum (Cf. section 7 of the Act).
2. If a quorum is not present 30 minutes after the time fixed for the meeting, there shall be no meeting.
3. If in the course of a meeting any member calls attention to the absence of a quorum, the Chairman shall adjourn the meeting.
4. If a member continuously disregards or questions any order or ruling of the Chairman made at a meeting of the Board, the Chairman may suspend that member for that day.
5. No motion which has been negatived by the Board, shall again be brought forward, except with the permission of the Chairman, within six months from the date on which it was negatived.
6. Except in the case of emergency meetings of the Board called by the Chairman at such notice as he may deem fit, notice of the meetings shall be despatched to all the members of the Board, not less than two weeks before the meeting, together with the agenda papers for the meeting.
7. No business other than that contained in the agenda papers shall be transacted at a meeting, except with the consent of the Chairman.

8. Notice of a motion or resolution to be moved at a meeting of the Board must be in the hands of the Secretary not less than 7 days before the meeting.

9. All questions as to whether proper notice of a motion has been given shall be decided by the Chairman whose decision shall be final.

10. (a) No motion or resolution of which due notice has not been given may be moved at a meeting of the Board except:—

- (1) to adjourn a debate;
- (2) to adjourn the meeting;
- (3) to dissolve the meeting;
- (4) to change the order of the business;
- (5) to refer any matter to any authority or officer of the Board or of the Education Department of the State;
- (6) to pass to the next item of business;
- (7) to appoint a Committee;
- (8) to resolve the meeting into a Committee;
- (9) to propose that the question be now put;
- (10) to move an amendment to a motion of which notice has been given.

(b) A motion under (1), (2), (6) or (9) above shall be put to the vote without discussion.

(c) Motion under (9) shall only be moved with the consent of the Chairman.

11. Every motion must be seconded, otherwise it shall drop. The secondrer of a motion may reserve his speech with the permission of the Chairman.

12. When a motion that is in order has been seconded, it shall be stated from the Chair, before it is discussed.

13. If no member rises to speak to the motion after it has been stated from the Chair, the Chairman shall proceed to put the question to vote.

14. Not more than one motion and one amendment thereto shall be placed before the meeting at the same time.

15. A motion once disposed of shall not be again brought forward at the same meeting or at any adjourned sitting thereto.

16. No amendment shall be proposed which would in effect constitute a direct negative to the original motion.

17. Every amendment must be relevant to the motion upto which it is moved.

18. No amendment shall be proposed which substantively raises a question already disposed of by the meeting, or which is inconsistent with any resolution already passed by it.

19. The order to which amendments that are in order are to be taken up, shall be determined by the Chairman.

20. An amendment must be seconded in the same way as a motion, otherwise it shall drop. The secondrer of an amendment may reserve his speech with the permission of the Chairman.

21. When an amendment that is in order has been moved and recorded, it shall be stated from the Chair.

22. The mover of a motion for dissolution has no right of reply.

23. When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the original resolution may reply upon the whole debate.

24. No member shall speak on the motion after the mover has entered on his reply.

25. When the debate is concluded the Chairman shall, after summing up, if he so desires, put the question to the vote thus—

- (1) If there is amendment, the Chairman shall state the motion and the amendment and take the vote of the meeting.
- (2) If the amendment is negatived, the original motion shall again be stated from the Chair and subject to the foregoing Regulations, any other amendment which is in order may then be proposed thereto.
- (3) If amendment is carried, the motion as amended shall be stated from the Chair, and may then be debated as a substantive question to which any further amendments to the original motion which are in order, so far as they shall be applicable may be proposed, subject to the foregoing Regulations. Such further amendment shall be disposed of in the same manner as the original amendment. When all the amendments have been thus dealt with the Chairman shall take the vote of the meeting on the motion as amended as the substantive resolution.

26. A motion for dissolution or adjournment may be moved at any time as a distinct question, but not as an amendment, nor so as to interrupt a speech.

27. If a motion for dissolution is carried, the business before the meeting shall drop.

28. If a motion for adjournment is carried, the meeting shall be adjourned and the business shall be resumed at the adjourned meeting.

29. A motion for the adjournment of a debate to some specified date and hour may be moved in the like manner, and if it be carried, it shall have the effect of postponing the debate on the question under consideration to the date and hour specified. If the motion be negatived, the debate shall be resumed.

30. A meeting or debate renewed or continued after an adjournment is to be deemed one with that preceding the adjournment.

31. A motion to pass to the next item of business may be made at any time in like manner and subject to the same rules as one for adjournment. If such motion be carried, the motion under consideration and the amendment thereon, if any, shall drop.

32. At any time after a motion or amendment has been made, a member may request the Chairman to put the question and if it appears to the Chairman that the motion has been sufficiently discussed, he may close the discussion by calling upon the mover for his reply, and may then put the question, to the vote.

33. The Chairman, may, at any stage, in the proceedings, at his own discretion or at the request of a member, explain the scope and effect of the motion or amendment which is before the meeting. He may also, at the conclusion of a debate, sum up the debate, if he so desires.

34. Any member may call the Chairman's attention to a point of order even while other member is addressing the meeting but no speech shall be made on such point of order.

35. The Chairman shall be the sole judge on a point of order and may call any member to order, and may, if necessary, dissolve the meeting or adjourn it to some hour on the same or the following day.

36. A motion or amendment may be withdrawn with the permission of the Chairman by any member who has given notice of such motion or amendment.

37. Any motion or amendment standing in the name of a member, who is absent from the meeting, may, with the permission of the Chairman, be brought forward by any other member.

38. On putting any question to the Board, the Chairman shall call for an indication of the opinion of the Board by a show of hand in the affirmative and negative and shall declare the result.

39. A motion for the appointment of a Committee on a subject, under debate, may be made by any member at any time and without previous notice.

40. A motion for the appointment of a Committee must define the purpose for which the Committee is to serve and the number of members to compose it. Amendments for enlarging or restricting the number may be made without previous notice. If the motion is carried, the member moving shall name the person when he wishes to form the Committee. Other names may also be proposed. A ballot shall then be taken, if necessary, and the requisite number appointed from those who obtained the largest number of votes. The Chairman shall nominate one of the members elected as Convener of the Committee.

41. The Convener of a Committee shall furnish, to the Secretary, with a copy of the report of every meeting of the Committee together with a list of the members present.

42. The proceedings of a Committee appointed by the Board shall be presented to the Board at its next meeting subject to due notice.

43. The quorum of a Committee shall not be less than one-third of the members constituting it.

44. No quorum shall be necessary at an adjourned meeting of a Committee.

45. The business of a Committee may be transacted by correspondence at the discretion of the Secretary or the Convener, provided that a meeting shall be called, if any of the members desire it. Committees may dispose of their business partly by meeting and partly by correspondence.

46. At all meetings of the Board or its Committees, every question shall be decided by a majority of the votes of the members present. In the case of votes being equally divided, the Chairman or the Convenor, as the case may be, shall have a casting vote.

47. After a meeting of the Board, a draft of the minutes of such meetings shall be submitted by the Secretary to the Chairman and attested by him. The minutes shall then be circulated to all members, and such of them as were present within a fortnight of the issue of the minutes communicate to the Secretary any exceptions they may take to the correctness thereof. The minutes and the exception taken, if any, shall be laid before the next meeting of the Board and the minutes in their final form shall then be confirmed.

48. In any case not provided by these bye-laws, the Chairman shall be entitled to give his ruling as to the procedure.

### CHAPTER III

#### TERM OF OFFICE OF MEMBERS OF THE COMMITTEES AND FILLING UP OF VACANCIES

1. The Committee referred to in section 24 of the Act shall consist of such members of the Board and other persons as the Board may think fit to appoint.
2. The number of members appointed by the Board to any Committee, unless otherwise specified, shall not be more than 6.
3. The Secretary of the Board shall be the Secretary of all the Committees.
4. A member of a Committee shall hold office ordinarily for one year from the date of notification and shall be eligible for re-appointment.
5. A Committee, may, with the approval of the Chairman, co-opt persons from amongst members of the Board to the limit of 1/3 of the total membership of the Committee. A co-opted member will have no vote. The term of any such co-opted member shall be one year from the date of co-option, provided that a person so co-opted shall automatically cease to hold office if he ceases to be a member of the Board.

6. Appointment of a member to fill an ordinary vacancy in any of the Committees of the Board shall be made at a meeting of the Board immediately following the occurrence of the vacancy. Such a member shall hold office for one year from the date of election.
7. Unless otherwise provided, the Secretary shall place the recommendations of the various Committees before the Board for approval. In the case of Examination Committee, however, the results shall be declared by the Secretary when they have been approved by that Committee. After the declaration of the results, a general report on each examination shall be submitted to the Board at its next meeting.
8. If any elected member of the Board ceases, for any reason, to be a member of the Legislative Assembly, from which he was elected as such, he shall cease to be a member of the Board and a Committee, and his office shall become vacant.
9. The names of the persons appointed or co-opted to be members of the Committees shall be duly notified by the Board.
10. Notwithstanding anything contained in these Regulations, an outgoing member of a Committee shall unless the Board otherwise directs, continue in office until the appointment or co-option of his successor is notified.
11. If the Board considers that the continuance in office of any member appointed/co-opted of a Committee is not in the interest of the Board, the Board may make an order terminating his appointment/co-option and thereupon he shall cease to be a member of the Committee notwithstanding the fact that the term for which he was appointed/co-opted, has not expired.
12. Any member of the Committee may resign his office by a letter addressed to the Chairman. The resignation shall take effect from the date of acceptance of his resignation by the Chairman.
13. In the event of a casual vacancy occurring by reasons of death, resignation or termination of nomination of a member or for any other reason, such vacancy shall be filled by appointment or co-option, as the case may be, and any person so appointed or co-opted to fill up such vacancy shall hold office for the term for which it was tenable by the person in whose place he has been so appointed or co-opted, and no longer.
14. In all vacancies which are likely to occur, the Secretary shall move the appropriate authorities for appointment/co-option as the case may be, within three months prior to the date of occurrence of the vacancy, and in cases where vacancies have already occurred, he shall do so within a fortnight after the occurrence of the vacancy.
15. An outgoing member shall, if otherwise qualified, be eligible for re-appointment or re-co-option.
16. Name of the outgoing member of the Committee shall also be notified by the Board.
17. The appointment of members of the Committees shall ordinarily be made by the Board at its annual meeting, and member shall hold office for the prescribed term from the date of notification of his name in the Official Gazette of the Board. Any casual vacancy may be filled up by the Chairman and the member so appointed, shall hold office from the date of the appointment till the next meeting of the Board.
18. Persons other than members of the Board who are proposed for appointment as members of any Committee shall be required to give their consent in writing prior to their appointment.



19. When a person ceases to be a member of the Board, he shall automatically cease to be a member of the Committee to which he has been appointed by the Board.
  20. The quorum for each of the said Committees shall not be less than 1/2 of the total number of the members constituting the Committee.
  21. The procedure at the meeting of any of these Committees shall be governed by the bye-laws framed by the Board from time to time.
  22. All matters relating to the exercise of powers by the Board conferred upon it by the Act, which have, by Regulations, been delegated by the Board to any Committee, appointed under section 24, shall stand referred to that Committee, and the Board, before exercising any such powers, shall receive and consider the report of the Committee with respect to the matter in question:
- Provided that where, in the opinion of the Board, immediate action is necessary with respect to any matter, it may proceed to deal with it without the report of the Committee in respect thereof and pass such orders thereon as it considers necessary.
23. Notwithstanding anything contained in these Regulations, no act or proceeding of the Board or a Committee thereof shall be invalid merely by reason of the existence of a vacancy among its members or by reason of a defect in its constitution.
  24. No member of the Board shall be eligible for appointment as a member of more than two Committees.
  25. Any member of the Committee who fails to attend three consecutive meetings without sufficient reasons shall cease to be a member of that Committee.
  26. The constitution and functions of the various Committees shall be governed by the following rules.

#### (A) EXECUTIVE COMMITTEE—

27. The Executive Committee shall consist of:—
  - (a) the Chairman,
  - (b) the Vice-Chairman,
  - (c) one member appointed by the Board from amongst the members under section 4(1) II(b) of the Act,
  - (d) three members appointed by the Board from amongst its members under section 4(1) III(c) to (f) of the Act.
28. The Secretary of the Board shall be the Secretary of the Executive Committee.
29. Subject to the control of the Board, the Executive Committee shall have the power:—
  - (a) to provide or purchase of lands, buildings, furniture, equipment etc., needed for carrying on the work of the Board;
  - (b) to hold control of and administer the properties and funds of the Board;
  - (c) to invest, subject to the provisions of the Act, any money belonging to the Board, including any unapplied income, in any of the securities described in section 20 of the Indian Trust Act, 1882, or in the purchase of immovable properties in India with the like power of varying such investment or to place in deposit in any bank approved in this behalf by the Board, any portion of such money not required for immediate expenditure:

Provided that no immovable property shall be purchased without the prior approval of the Government;

  - (d) to manage and regulate the finance, accounts and investments of the Board;



- (e) to administer any funds placed at the disposal of the Board for any specific purpose;
- (f) to direct the form, custody and the use of the common seal of the Board;
- (g) to consider the budget estimates of the Board;
- (h) to arrange for and direct the inspection of schools recognised or proposed to be recognised by the Board, as and when necessary;
- (i) to fix the number of clerical posts and in inferior service on the establishment of the Board, their scales of pay and other emoluments, conditions of service including appointment, fines, dismissal, leave, pension and provident fund;
- (j) to sanction, abolish or keep in abeyance any of the posts on the establishment and create such posts as are necessary;
- (k) to delegate such of its powers in respect of appointing officers and other employees of the Board as it deems fit to such person or authority as it may determine;
- (l) to award scholarships and prizes;
- (m) to undertake the printing of text-books as and when necessary on the recommendations of the Text-books Recognition Committee;
- (n) to fix and determine the rates of travelling and halting allowance to members of the Board and the Committees of the Board;
- (o) to fix and determine the rates of conveyance allowance to members of the Board and its Committees;
- (p) to fix and determine the rates of conveyance Allowance to the staff for attending meetings outside the office hours;
- (q) to fix the rates of remuneration and honorarium for various works connected with examinations, on the recommendations of the Examination Committee;
- (r) to fix the rates of remuneration and prizes to writers of synopsis and to reviewers of text-books;
- (s) to charge and collect such fees as may be prescribed by the Regulations;
- (t) to manage and control the Board's library in accordance with bye-laws framed by the Board; and
- (u) to incur non-recurring expenditure by re-appropriation from one detailed head to another in the same account.

#### (B) FINANCE COMMITTEE

30. The Finance Committee shall consist of:—

- (i) the Chairman,
- (ii) the Vice-Chairman,
- (iii) the Secretary,
- (iv) one member appointed by the Board from amongst its members under section 4(1)II(b) of the Act,
- (v) one member appointed by the Board from amongst its members under section 4(1)III(c) to (f) of the Act.
- (vi) One member (representative of the Finance Department, Himachal Pradesh) appointed by the Board under section 4 (1)(k) of the Act.

31. The Secretary shall be the Secretary of the Finance Committee.

32. The functions of the Finance Committee shall be:—

- (a) to frame the annual budget to be placed before the Executive Committee;
- (b) to make recommendations to the Executive Committee on all matters relating to the finances of the Board;
- (c) to examine proposals of new expenditure and to advise the Executive Committee thereon.

## (C) EXAMINATION COMMITTEE

33. The Examination Committee shall consist of:—

- (i) the Chairman,
- (ii) the Vice-Chairman,
- (iii) the Secretary,
- (iv) one member appointed by the Board from amongst its members under section 4(1)II(b) of the Act;
- (v) two members appointed by the Board from amongst its members under section 4(1)III(c) to (l) of the Act.

34. The Secretary shall be the Secretary of the Examination Committee.

35. The functions of the Examination Committee shall be as follows:—

- (a) to control the examinations conducted by the Board;
- (b) to appoint Paper-setters, Examiners, Translators and Moderators of question papers after considering the recommendations of the Curriculum Committee on the subject;
- (c) to appoint Tabulators;
- (d) to fix the centres and dates for each examination;
- (e) to lay down instructions to be issued to candidates, Superintendents of examination centres, Examiners and others;
- (f) to prescribe forms of application to be filled in by candidates applying for permission to appear at the examination and the forms of certificates granted to successful candidates;
- (g) to give special permission on behalf of the Board to candidates as provided in the Regulations;
- (h) to consider cases of malpractices and to award suitable punishment to the persons concerned;
- (i) to declare the results of examinations;
- (j) to recommend the number of question papers to be set in each subject after receiving recommendations from the Curriculum Committee;
- (k) to recommend the duration of written tests in different subjects after receiving recommendations from the Curriculum Committee;
- (l) to propose minimum and maximum marks for each subject and for each part of a subject after receiving recommendations from the Curriculum Committee;
- (m) to propose rates of honoraria for paper-setters, examiners, moderators, tabulators, checkers and others;
- (n) to propose the opening and closing of centres of examinations;
- (o) to suggest the mode of conducting the oral and practical tests, if any;
- (p) to deal with all complaints relating to question papers set for the examinations;

Provided that no complaint shall be entertained unless it is made by a member of the Board or by not less than two Heads of recognised High/Higher Secondary Schools, and is received in the office of the Board within 5 days of the date of release of the question paper complained against:

Provided further that no orders shall be passed on any complaint until a report has been obtained from the Paper-setter and the Moderator concerned;

- (q) to consider all other matters arising out of the conduct of examinations and to make recommendations, where necessary, to the Board;
- (r) to review the tabulated results prepared by the Secretary and to moderate them, if necessary;

- (s) to frame rules for the award of grace marks;
- (t) to direct the publication of the results as moderated by the Committee;
- (u) to deal with the cases of unfair means at the examination and such other cases pertaining to the result of the candidates as are referred to it by the Secretary;
- (v) to scrutinise all controversial cases of private candidates for permission to appear at the Board's examinations;
- (w) to scrutinise applications for recognition of schools;
- (x) to call for any information for purpose of recognition and to make recommendations to the Board concerning the grant or withdrawal of recognition;
- (y) to suggest and recommend any alterations in or additions to the Regulations regarding conditions of recognition of institutions for the purpose of admitting them to the privileges of the Board including examinations conducted by it.

#### (D) CURRICULUM COMMITTEE

36. The Curriculum Committee shall consist of:—

- (i) the Chairman (Convener),
- (ii) the Vice-Chairman,
- (iii) one member appointed by the Board from amongst its member under section 4(1) II(b) of the Act,
- (iv) three members appointed by the Board from amongst its members under section 4(1) III(c) to (l) of the Act;
- (v) one person with special knowledge of School Education to be nominated by the Government.

37. The Secretary shall be the Secretary of the Curriculum Committee.

38. The functions of this Committee shall be:—

- (a) to consider the total number of compulsory and optional subjects for each of the Board's examinations;
- (b) to recommend curricula for the Board's examinations;
- (c) to consider proposals for the introduction of new subjects and the exclusion of existing subjects, if any;
- (d) to consider questions of the formation of group of subjects and alteration of one group with another;
- (e) to fix the number of compulsory and optional subjects for each examination conducted by the Board;
- (f) to lay down the standard of instruction in schools preparing students to appear at examinations conducted by the Board;
- (g) to propose the time to be allotted to written tests in different papers;
- (h) to recommend the marks for each written or practical test and to prescribe the minimum pass marks for each subject;
- (i) to recommend to the Board measures for the promotion of intellectual, physical, moral and social welfare of the students in recognised institutions and to prescribe, supervise and control the conditions of residence, health and discipline of the students;
- (j) to recommend to the Board refresher courses, lectures, demonstrations, educational exhibitions and such other measures as are necessary to raise and maintain the standard of education;
- (k) to recommend institution of scholarships, medals and prizes.

39. The Curriculum Committee shall ordinarily meet in the month of September and draw up courses 3 years ahead of the examination for which they are intended to be prescribed. The draft courses proposed by the Committee shall

be circulated, as soon as possible among the members of the Board. Any observations made by members in regard thereto shall be communicated by them direct to the Convener concerned before the end of November in the same year. If in the opinion of the Convener, the nature of the criticism received justifies the reconsideration of the courses drawn by the Committee it will reconsider the courses, or the Convener may ascertain by correspondence the views of the members of the Committee on the suggestions received, otherwise the courses drawn up shall be taken to be finally approved by the Committee.

40. The courses finally approved by the Committee shall be submitted to the Board at its annual meeting by the Convener or by some other member of the Committee who is a member of the Board and is present at the annual meeting. In the absence of any one of these, the same shall be presented to the Board by the Secretary.
41. If the Board is of the opinion that a recommendation made by the Committee requires reconsideration, it may refer the matter back to the Committee. After considering the views of the Committee upon the reference, the Board shall decide the matter.
42. The courses, as framed by the Board and finally approved by the Government, shall be printed in the prospectus and issued by the Secretary three years before the date of examination for which these courses have been prescribed.
43. The Committee may bring to the notice of the Board any matter connected with the examinations or courses in respect of the subject or subjects with which it is concerned.
44. The Committee shall recommend to the Examination Committee names of persons suitable to act as Paper-setters, Examiners, etc. in the subject(s) with which it is concerned.
45. In order to keep the list of library books up-to-date the Committee shall, at the time of prescribed courses, review the list and make alterations and additions where necessary in the light of the suggestions made to the Committee by (a) its members, (b) teachers and heads of institutions, and (c) publishers.

#### (E) TEXT-BOOKS RECOGNITION COMMITTEE

46. The Text-books Recognition Committee shall consist of:—
  - (i) the Chairman,
  - (ii) the Vice-Chairman,
  - (iii) one member appointed by the Board from amongst its members under section 4(1) II(b) of the Act,
  - (iv) three members appointed by the Board from amongst its members under section 4(1) III(c) to (e) of the Act.
47. The Secretary shall be the Secretary of the Text-books Recognition Committee.
48. The functions of the Committee shall be:—
  - (a) to make recommendations of suitable books or text-books in conformity with the syllabi.

*Note.*—The following procedure shall be followed in the matter of selection and prescription of text-books:—

In subjects where text-books are required, authors and publishers will be invited to submit books for consideration as text-books along with the prescribed fees.

The books received from authors and publishers will be sent to three expert reviewers, appointed by the Chairman of the Board, from a panel of names prepared in consultation with the Curriculum Committee, for opinion and evaluation based on a system of award of marks on the merit of a book. The Text-book Recognition Committee will scrutinise the recommendations of the reviewers and the recommendations can be altered only when 2/3rd of the members of the Committee agree to the alteration. The recommendations of the Text-book Recognition Committee will be considered by the Curriculum Committee, whereafter the recommendations be considered by the Board and forwarded for the approval of the Government. Any recommendations of the Text-book Recognition Committee can be rejected by the Curriculum Committee only by a majority of at least 2/3rd of the members present giving valid reasons for such rejection.

(b) such other matters as may be referred to it by the Board.

49. There will be two more Committees, known as the 'School Recognition Committee' and the 'Appointment Committee'.

#### (F) SCHOOL RECOGNITION COMMITTEE

50. The School Recognition Committee shall consist of—

- (i) the Chairman,
- (ii) the Vice-Chairman,
- (iii) the Secretary of the Board,
- (iv) one member to be appointed from amongst its members under section 4 (III)(c) of the Act,
- (v) one member from amongst its members under section 4(III)(j) of the Act.

51. The Secretary of the Board shall be the Secretary of the Committee.

52. The functions of the School Recognition Committee shall be:—

- (a) to inspect the institutions seeking recognition;
- (b) to make recommendations for their recognition; and
- (c) such other matters, as may be referred to it by the Board.

#### (G) APPOINTMENT COMMITTEE

53. The Appointment Committee shall consist of:—

- (i) the Chairman,
- (ii) the Vice-Chairman,
- (iii) the Secretary of the Board.

54. The Secretary of the Board shall be the Secretary of the Committee.

55. The functions of the Appointment Committee shall be to consider proposals for the appointment of various categories of personnel in the Board and such other matters as may be referred to it by the Board.

### CHAPTER IV

#### OFFICERS OF THE BOARD

*Chairman.*—The appointment, terms of office and powers of the Chairman have been laid down in section 18 and 19 of the Act. In addition, the following powers are

delegated to the Chairman under clause 19(5) of the Act:—

- (a) he shall have the right to attend and speak at the meetings of all the Committees of the Board. When present, he shall preside at all the meetings of the Board and its Committees;
- (b) he shall have the power to appoint Paper-setters, Moderators and Examiners on the recommendations of the Examination Committee on remuneration fixed by the Board. In an emergency, he can appoint such persons for that particular examination and shall report the matter to the Board at its next meeting;
- (c) he shall have the power to appoint Tabulators, Scrutinisers, Co-ordinators, Checkers, Supervisors of examinations, Invigilators and other persons connected with the conduct of Board's examinations on a remuneration fixed by the Board;
- (d) he shall have the power to grant recognition on the recommendations of the Schools Recognition Committee to educational institutions for the purpose of its examinations in accordance with the rules of recognition approved by the Board;
- (e) he shall have the powers to cancel the certificates issued by the Board on the recommendations of the Executive Committee for any of its examinations for reasons considered valid for such cancellation;
- (f) he shall have the powers to make appointment to posts falling in class C and the consequential powers of dismissal, removal or discharge;
- (g) he shall give effect to the orders of the Board regarding the appointments, dismissal and suspension of such employees of the Board whose appointment vest with the Board under the provisions of the Act and other staff of the Board;
- (h) he shall have the power to delegate all or any of the powers vested in him to the Vice-Chairman at any time, by an order in writing, and to withdraw the powers in a similar manner;
- (i) he shall exercise such functions as are laid down in the various Regulations and/or such other powers and functions as may be prescribed by the Board subsequently.

2. *Vice-Chairman*.—The appointment, the term of office and powers of the Vice-Chairman shall be regulated by the provisions of section 20 and 21 of the Act.

3. *Secretary*. The appointment, powers and duties of the Secretary have been laid down in section 22 of the Act. In addition, the Secretary shall exercise the following powers:—

- (a) he shall be responsible for issuing notices of all the meetings of the Board and the Committees;
- (b) he shall, subject to the control of the Chairman, be responsible for seeing that the decisions of the Board are carried out;
- (c) he shall prepare and submit to the Board, through the Finance Committee, an annual statement of accounts and budget estimates, for their approval;
- (d) he shall be responsible for the discipline and conduct of the office;
- (e) he shall conduct the official correspondence of the Board under the authority of the Chairman and in absence of the Chairman and the Vice-Chairman, be responsible for the proper maintenance of all the records of the Board;
- (f) all fees and dues payable to the Board and all sums received by the Secretary in his capacity as such, shall be carried, without undue delay, into the State Bank of India or a scheduled bank;
- (g) he shall be responsible for the proper printing and issue of examination papers and for all arrangements connected with the conduct of the examinations;

- (h) he shall receive and subject to the control of Examination Committee, deal with applications from candidates for admission to the Board's examinations;
- (i) it shall be the duty of the Secretary, on behalf of the Board, to issue, to successful candidates, certificates in the prescribed form of having passed the Board's examinations;
- (j) he shall annually, in the month of May, prepare and circulate to all concerned, a list of the schools recognised for purposes of the Board's examinations specifying the optional subject(s) in which recognition has been granted;
- (k) he shall have the charge of the Board's library;
- (l) he shall be the custodian of the records, common seal funds, of the Board and other properties;
- (m) he shall issue notices, announcing text-books, prescribed, and books recommended for the examinations;
- (n) he shall, notwithstanding anything contained in these Regulations, have the power to decide cases of admission of candidates to the examination;
- (o) he shall have the power to draw pay bills of the clerical and inferior staff in the Board's office and pay all travelling allowance and other bills in connection with the working of the Board;
- (p) he shall have the power to grant leave, other than special disability leave to the clerical and inferior staff of the Board or make temporary appointments in leave vacancies of the inferior staff of the Board;
- (q) he shall have the power to sanction the purchase or hire of stores, paper, stationery, furniture or other articles required, provided that the cost of each such purchase or hire does not exceed Rs. 100;
- (r) he shall have the power to delegate to the Deputy Secretary/Assistant Secretary by an order in writing, any of the powers vested in him and to withdraw the powers in a similar manner; and
- (s) he shall exercise such other powers and functions as are laid down in the various Regulations and such other powers and functions as may be prescribed by the Board subsequently.

4. *Deputy Secretary*.—(a) Deputy Secretaries shall be appointed by the Government on such terms and conditions and for such period as may be laid down by the Government. His main functions shall be to assist the Secretary in all matters, administrative and academic, and he shall be directly responsible to him for the work entrusted to his charge.

- (b) Deputy Secretary of the Board shall be authorised to sign the daily entries in the Cash Book, Income Register, Expenditure Registers, Imprest Register, Stock Registers and Salary Register of the staff of the Board, etc., etc. The Deputy Secretary shall exercise such other powers and functions as are laid down in the various Regulations and/or such other powers or functions as may be delegated by the Secretary.

5. *Assistant Secretary*.—(a) The Assistant Secretary shall be appointed by the Government on such terms and conditions and for such period as the Government may deem fit.

- (b) His main function will be to assist the Secretary in the discharge of the duty entrusted to him by the Board. He shall be authorised to sign all papers of routine nature on behalf of the Secretary/Deputy Secretary.



## CHAPTER V

## FINANCIAL POWERS OF THE CHAIRMAN AND THE SECRETARY

1. Officers of the Board may sanction expenditure in those cases only in which they are authorised to do so by these Regulations or any other Regulations, issued by or with the approval of the Board.

2. Nothing contained in these Rules shall empower the officers of the Board to sanction, without the previous consent of the Board, any expenditure which involves the introduction of a new principle or practice likely to lead to increased expenditure, in future.

3. The exercise of the power to sanction expenditure shall be subject to the observance of any general or special directions which the Board may issue from time to time.

4. No expenditure shall be incurred unless funds are made available by the Board to meet the expenditure by valid appropriation or a re-appropriation.

5. Funds shall not be appropriated or re-appropriated to meet expenditure which has not been sanctioned by the authority competent to sanction it.

6. Funds shall not be appropriated or re-appropriated to meet expenditure are on a new service, not contemplated in the budget, as approved by the Board.

7. The following shall be the financial powers of the Chairman and the Secretary of the Board.

8. The Chairman and the Secretary of the Board shall also exercise such other powers as have been laid down in the various Regulations but not specified in these Rules.

## FINANCIAL POWERS OF THE CHAIRMAN AND THE SECRETARY OF THE BOARD

Serial No.	Nature of powers	Powers conferred to	
		Chairman 3	Secretary 4
1	2		
1.	Recurring contingent expenditure.	Rs. 1,000 per annum in each case.	Rs. 500 per annum in each case.
2.	Non-recurring contingent expenditure.	Rs. 5,000 in each case	Rs. 2,500 in each case.
3.	Fixtures and furniture	Rs. 2,500 per annum subject to such scales and conditions as may be prescribed by the Board.	Rs. 1,000 per annum subject to the observance of scales and conditions as may be prescribed by the Board.
4.	FREIGHT AND DEMURRAGE CHARGES:		
	(a) Freight charges	Full powers.	Full powers.
	(b) Demurrage charges	Rs. 250 in each case.	Rs. 50 in each case.
5.	Instruments, minor equipment and apparatus.	Rs. 2,500 per annum.	Rs. 1,000 per annum.

1	2	3	4
6. MOTOR VEHICLES:			
Maintenance and up keep	Rs. 2,500 in each case, subject to the condition that the specific instructions of the Board about the workshop etc., are observed or in the absence of such instructions, rules regarding the invitation of tenders, etc., is observed.	Rs. 1,000 in each case subject to the conditions as in column 3.	
7. RENT:			
(i) Ordinary office accommodation.	Rs. 500 per month subject to the observance of restrictions as contained in Annexure to Schedule V of the Delegation of Financial Powers Rules, 1958.	Rs. 250 per month.	
(ii) Where the accommodation is utilized for office purposes.			
8. Stationery and Printing articles.	Rs. 5,000 per annum subject to the conditions as in the Delegation of Financial Powers Rules, 1958.	Rs. 1,000 per annum.	
9. Stores (other than for works).	Rs. 5,000 in each case	Rs. 1,000 in each case.	
10. Legal Charges	Same powers as to the Heads of Departments included in Schedule I of the Delegation of Financial Powers Rules, 1958.	Nil	
11. PETTY WORKS AND REPAIRS:			
(a) Execution of petty works and S/R to Government owned buildings including sanitary fittings water supply and electric installations in such building and repairs to such installations.	Same powers as to the Heads of Departments included in Schedule I of the Delegation of Financial Powers Rules, 1958.	Nil	

1	3	3	4
	(b) Ordinary repairs to Government buildings.	Same powers as to the Heads of Departments included in Schedule I of the Delegation of Financial Powers Rules, 1958.	
12.	Rubber Stamps	-do-	—
13.	TYPE-WRITERS: Purchase, hire and maintenance and upkeep.	Full powers subject to restrictions, scales, etc., prescribed by the President of India.	As are enjoyed by the Heads of Offices of Government of India.
14.	Bicycle	Full powers provided the supply shall be obtained through the D.G.S.&D. or against the rate contract placed by him, and according to the instructions of the Government of India issued from time to time.	Full powers; provided the supply shall be obtained through the D.G.S.&D. or against the rate contract placed by him, and according to the instructions of the Government of India issued from time to time.
15.	Conveyance hire	Same powers as laid down in the Delegation of Financial Powers Rules, 1958.	Same powers as laid down in the Delegation of Financial Powers Rules, 1958.
16.	Electric, gas and water charges.	Full powers.	Full powers.
17.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.	Rs. 2,500.	Rs. 2,500 per annum.
18.	Municipal rates and taxes	Full powers. The expenditure shall be incurred in accordance with the rules for the payment of municipal rates and taxes on buildings.	Full powers. The expenditure shall be incurred in accordance with the rules for the payment of municipal rates and taxes on buildings.
19.	POSTAL AND TELEGRAPH CHARGES: (i) Charges for the issue of letters and telegrams, etc.	Full powers.	Full powers.

1	2	3	4
	(ii) Commission on money orders.	Full powers.	Full powers.
20.	PUBLICATIONS:	Full powers subject	Full powers subject to the
	(i) Official publications	to the conditions prescribed in the Delegation of Financial Powers Rules, 1958.	conditions prescribed in the Delegation of Financial Powers Rules, 1958.
	(ii) Non-official publications.	Full powers subject to the conditions referred to against (i) above.	Full powers subject to the conditions referred to against (i) above.
21.	Staff paid from contingencies.	Full powers Remuneration of such staff shall be regulated in accordance with the general or special order issued by the President in this behalf.	Full powers. Remuneration of such staff shall be regulated in accordance with the general or special order issued by the President in this behalf.
22.	Supply of uniforms, badges and other articles of clothing etc., and washing allowance.	Full powers subject to the observance of the procedure adopted in the offices of the Government.	Full powers subject to the observance of the procedure adopted in the offices of the Government.
23.	Telephone charges.	Full powers	Full powers.

## CHAPTER VI FINANCES OF THE BOARD

1. The Board shall have a fund called the Board Fund to which shall be credited:
  - (i) its income from fees, endowments, donations and grants, if any;
  - (ii) contributions which may be made by the Himachal Pradesh Government under such conditions as they may impose; and
  - (iii) receipts from all other sources.

2. All moneys at the credit of the Board Fund shall be kept in the current or savings bank account with the State Bank of India by opening a Personal Ledger Account; provided that nothing in these Regulations shall be deemed to preclude the Board from investing such moneys as are not required for immediate expenditure in any of the Government securities or in fixed deposit in a scheduled bank.

3. Accounts of the Board with a bank may be operated upon by the Secretary of the Board or by such other officers as may be prescribed by the Board.

4. Subject to the provisions of the Act and the Regulations, the Board Fund shall be applicable only to the payment of the charges and expenses incidental to the several matters specified in the Regulations and to any other purposes for which by or under the Act powers are conferred or duties imposed upon the Board.

5. The Secretary of the Board shall be responsible for:—

- (a) the preparation of the annual estimates and statement of accounts for being placed before the Finance Committee; and
- (b) the proper expenditure of money for the purpose for which such moneys are granted or allocated.

6. (i) Except in the year in which the Board is constituted the Chairman shall present to the annual meeting of the Board a report on the work of the Board during the last preceding financial year, together with a budget estimate, showing in a form to be prescribed by the Finance Committee, the anticipated income and expenditure of the Board during the next succeeding financial year.

(ii) The budget estimate referred to above shall be presented in such manner as would not result in a deficit:

Provided that the Government may under special circumstances sanction a deficit estimate subject to such terms and limitations as they may deem fit to impose.

7. The Secretary shall be authorised to hold a permanent advance of Rs. 1,000 to meet small miscellaneous expenditure. This amount may be augmented if necessary by the Board on the recommendations of the Finance Committee.

8. The Secretary shall, on behalf of the Board, be responsible for the proper maintenance of accounts of the Board under such heads as may be determined and prescribed by the Finance Committee. Separate accounts shall be maintained for endowments and Provident Fund.

9. The Secretary shall be empowered to receive all payments to the Board which shall be credited under proper heads of account. The Secretary shall also make all authorised payments including fees, salaries and allowances and other payments due from the Board Fund.

10. The following books of accounts and forms shall be maintained by the Secretary:—

(i) *For Special Endowments trusts:*—

- (a) a Cash Book;
- (b) a ledger exhibiting a separate account for each Trust.

(ii) *For Current Account:*—

- (a) a Cash Book;
- (b) a classified Register of Receipts;
- (c) a classified Register of Expenditure.

(iii) *For Provident Fund Account:*—

- (a) a Cash Book;
- (b) a ledger exhibiting a separate personal account for each subscriber.

11. Voucher in support of all items of expenditure shall be preserved for a period of three years after audit.

12. In respect of all matters of procedure or rules for maintaining accounts not specifically provided for in these Regulations, rules in force in the offices of the Government shall be followed in so far as they are not inconsistent with the provisions of the Act and the Regulations.

13. All contracts in writing and assurances of property of the Board shall be signed by the Secretary on behalf of the Board or in such other manner as may be prescribed, and shall, if so signed, be binding on the Board.

#### ACCEPTANCE OF ENDOWMENTS BY THE BOARD

14. Offers relating to medals, prizes and scholarships and other rewards of recurring nature shall be accepted only when permanent adequate endowments are made by investment in cash or in securities described in section 20 of the Indian Trust Act.

15. Before determining the conditions subject to which an endowment is accepted, the Board shall consult the donor and give effect to his/her wishes, as far as possible.

16. Moneys received in cash shall be invested in Government securities.

17. When an endowment is earmarked by the Donor for candidates of a particular community, institution or sex, a minimum standard of efficiency may be laid down for the award.

18. When the conditions of any award shall become impracticable, the Board shall have power to alter the conditions of the endowments; provided the donor's wishes are given effect to, in as near a way as possible.

19. The Executive Committee shall satisfy itself in the case of every endowment that the conditions laid down by the Board are satisfied.

20. A separate account shall be maintained for each endowment and any surplus will be added to the endowments.

#### AUDIT OF ACCOUNTS

21. Audit of accounts of the Board shall be carried out by the Local Audit Department of the Himachal Pradesh Government as Resident Audit Scheme or by the Outside Audit Department of the Accountant General, Himachal Pradesh and Chandigarh, as consent audit.

### CHAPTER VII

#### RECOGNITION OF INSTITUTIONS BY THE BOARD

1. No school, which is not recognised by the Board shall be permitted to present candidates for any examination conducted by the Board:

Provided that the schools/institutions already recognised by the Director of Education, Himachal Pradesh and permitted to present candidates at various examinations shall be deemed to have been recognised by the Board.

#### CONDITIONS FOR THE RECOGNITION OF HIGH AND MIDDLE SCHOOLS

2. The recognition of a High or Middle School shall be governed by the conditions as prescribed in the Punjab Education Code (Annexure A) or by conditions as may be prescribed in the Himachal Pradesh Education Code when it is notified by the Government.

## CHAPTER VIII

### EXAMINATIONS

#### SECTION I—GENERAL RULES FOR EXAMINATIONS

The Board shall conduct the following examinations and such other examinations as it may, from time to time, prescribe:—

- (i) Higher Secondary Examinations and Supplementary Examinations (Part I and Part II);
- (ii) Matriculation Examination and Supplementary Matriculation Examination;
- (iii) Middle Standard Examination;
- (iv) Middle Standard (Supplementary) Examination;
- (v) Middle School Scholarships Examination;
- (vi) J.B.T. Part-I Examination;
- (vii) J.B.T., Part-II Examination.
- (viii) J.B.T. Supplementary Examination;
- (ix) O.T./L.T. Examinations;
- (x) Home Science Part-I Examination;
- (xi) Home Science Part-II Examination;
- (xii) Library Science Certificate Examination;
- (xiii) Art and Craft Teachers, Certificate Examination;
- (xiv) P.T.I. Examination.
- (xv) T.D.C. (Anglo-Indian) Examination;
- (xvi) Pre-Vocational Certificate Examination;
- (xvii) All other examinations conducted or to be instituted by the Education Department or other Departments of the Government.

#### HIGHER SECONDARY (PART I & PART II) AND MATRICULATION EXAMINATIONS OF THE BOARD

1. The examinations of the Board shall be held at such centres, and on such date(s) and at such time, as the Board may, from time to time, appoint.

2. The courses of study, method of conduct of these examinations and the rules governing these examinations, etc., etc., shall be the same as laid down in the Punjab University Calendar, Volume-II (Annexure-B), till such time the Board has prescribed its own courses of study, method of conduct of these examinations and rules governing the same.

#### DEPARTMENTAL EXAMINATIONS

1. Departmental examinations as enumerated at (iii) to (xvi) above shall be conducted by the Board at such centres and on such date(s) and at such time, as the Board may, from time to time, appoint.

2. The courses of study, method of conduct of these examinations and the rules governing these examinations, etc., etc., shall be the same as laid down by the Education Department, Himachal Pradesh (Annexure-C), till such time the Board has prescribed its own courses of study, method of conduct of these examinations and other rules governing the same.



## CHAPTER IX APPOINTMENT OF EXAMINERS

1. The list of persons recommended for appointment as Examiners by a Committee, shall, before submission to the Board, be scrutinised by a Revising Committee consisting of the Chairman, Vice-Chairman and such other members as may be appointed in this behalf every year. Where the Revising Committee has decided to make a change in the recommendation, the substitute will ordinarily be appointed from the panel of names which shall be suggested annually by a Committee.

The Secretary or, in his absence, the Deputy Secretary shall act as the Secretary of the Committee.

2. The Chairman, in very special circumstances, shall have the power to cancel the appointment of an Examiner who is shown to be unable to perform the work or to conform to the directions of the Board.

3. Where the appointment of an Examiner is cancelled under Regulation 2 above, or an Examiner, for any cause, is incapable of acting as such or does not accept the appointment, the Chairman is empowered to appoint a substitute. He shall consult the Committee concerned, before making the substitute appointment.

4. The Board shall issue such general instructions as may be deemed necessary by it for the proper discharge of the duties by the Examiners and shall prescribe forms for the purpose.

5. In recommending names for appointment as examiners the Examination Committee shall follow such rules and directions as are prescribed by the Board on the subject.

6. The rules relating to the remuneration of examiners shall be made by the Board.

## (II) CONDUCT OF EXAMINATIONS

1. Subject to the Regulations and rules and directions framed by the Board, the Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

2. The examinations shall be held in India at such centres as may be constituted by the Board. The Board, may, however, allow a centre in any other country also where arrangements to the satisfaction of the Secretary can be made.

Where a candidate proposes to take the examination at a centre, other than the one fixed for him by the Board, he shall require for it permission of the Secretary, for which he shall make an application on the prescribed form accompanied by a fee of Rs. 10.

3. The Superintendent of each centre shall be appointed by the Board atleast one month before the date fixed for the examination.

In cases of emergency, when there is a vacancy, owing to the refusal or inability of a Superintendent to act or for any other cause, and there is no time to bring the appointment of a Superintendent before the Board, the Chairman is empowered to make the appointment.

4. The Board may, when it considers necessary, appoint an Agent for conducting examinations at any place.

The Secretary, may, where he considers it necessary, in case of any examination Centre, appoint one or more Deputy Superintendents, Assistant Superintendents and Invigilators.

5. Every recognised institution shall provide for supervision of the examination, atleast one teacher for 40 candidates appearing in such examination from the institution concerned.

6. The rules relating to the duties of Agents, Superintendents, Deputy Superintendents, Assistant Superintendents and Invigilators and the remuneration to be paid to them shall be made by the Board.

7. The directions for the guidance of candidates shall be framed by the Secretary.

8. A candidate whose paper is lost, after having been received by the Superintendent of the examination or by one of his assistants, provided he has passed in all other subjects of the examination, may be permitted by the Chairman to re-appear in that one paper, which is lost, or a date to be fixed by the Secretary, and if he obtains pass marks in that paper he shall be deemed to have passed the Examination. In the case of dispute as to whether a candidate's paper was duly received or not, the findings of the Secretary, subject to confirmation by the Chairman, shall be final.

#### (II)A) USE OF UNFAIR MEANS

9. (a) Every day before the examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. Where a late comer is admitted, this warning shall be repeated to him at the Gate.

(b) The Superintendent or the Deputy Superintendent (and both when there is a Superintendent as well as a Deputy Superintendent) in-charge of the examination shall forward to the Secretary, every day a declaration signed by him or them and witnessed by all the Invigilators then on duty, to the effect that he did, as a matter of fact, call upon the candidates to search their pockets, and to surrender all papers, books or notes in their possession and that all the late comers were also given this warning as required in paragraph.

(c) Every day before the examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. Where a late comer is admitted, this warning shall be repeated to him at the Gate.

10. (a) The Superintendent of the examination shall report to the Secretary without delay and on the day of occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of evidence and explanation of the candidate concerned on the forms supplied by the Secretary for the purpose.

(b) In case the candidate refuses to give a statement, he is not to be forced to do so, only the fact of this refusal shall be recorded by the Superintendent and attested by two other members of the supervisory staff on duty at the time of occurrence.

(c) A candidate found to be, or suspected to be guilty of, using unfair means in the examination shall be permitted to answer the remaining part of the Question Paper, but on a separate answer book and the answer book in

which the unfair means is suspected shall be seized by the Superintendent who shall send both the answer books to the Secretary with his report. This will not effect the candidate's right to appear in the rest of the examination in subsequent papers.

(d) Where a candidate alleged to have employed unfair means has not been afforded any opportunity to explain the misconduct of which he is reported to be guilty, the Secretary or an Officer, authorised by him in this behalf, shall call upon the candidate to show cause why action should not be taken against him for his misconduct. If the candidate fails to do so within 15 days of the issue of such notice, the Board shall proceed with the case.

11. (a) If during an examination, a candidate is found having in his possession, or accessible to him, papers, books or notes, which do not relate to the subject of examination and which could not possibly be of any assistance to him no action may be taken against him. But the case must be reported to the Secretary with necessary papers. The Secretary need not report such a case to the Standing Committee/Board.

(b) If at an examination, but before the question paper is distributed, a candidate voluntarily surrenders to the Superintendent or any other member of the supervisory staff, paper, books or notes in his possession and not found or detected by a member of the supervisory staff, no action may be taken against him, provided he has not made any use of them. But the case shall be reported to the Secretary.

(c) If during an examination, a candidate is found having in his possession or accessible to him papers, books or notes due to inadvertence but which papers, books or notes should be of assistance to him, he may be debarred from passing in that paper as a disciplinary measure without any implication of moral turpitude.

(d) If during an examination, a candidate is found having in his possession papers, books or notes or clothes worn by him or any part of his body or table or desk or is found in possession of foot rule and/or instruments like set squares, protectors, slide rules, etc., with notes on them and which notes, papers or books or the material written on foot-rules or instruments etc., is helpful to him during the examination, and if his possession of such material is found to be mala fide he shall be disqualified from appearing in any Board examination for two years, including that in which he is found guilty, if he is a candidate for an examination held once a year, or for four examinations including that in which he is found guilty, if he is a candidate for an examination held thrice a year.

12. (a) If during an examination, a candidate is found talking to another candidate or any person inside or outside the examination hall, during the examination hours, without the permission of a member of supervisory staff, before he has handed over his answer book, his answer book for that particular paper shall be cancelled.

(b) If an answer book of an examinee shows or it is otherwise established that he has received or attempted to receive help from or given help or attempted to give help to another candidate he shall be disqualified from appearing in any Board examination for two years, including that in which he is found guilty if he is a candidate for an examination held once a year or for four examinations, including that in which he is found guilty, if he is a candidate for an examination held twice a year.

(c) If during an examination, a candidate is found having copied or indulging in copying from any paper or notes or if he has allowed or is found allowing any other candidate to copy any matter from his answer book to

have in any manner rendered any assistance to another candidate in solving a question or a part of question set in the question paper, he shall be disqualified for a period of two years, including that in which he is found guilty, if he is a candidate for an examination held once a year, or for four examinations including that in which he is found guilty, if he is a candidate for an examination held twice a year.

(d) If a candidate during an examination of the Board is found swallowing or attempting to swallow a note or paper or runs away with it or is guilty of causing disappearance or destroying any such material, he shall be disqualified from appearing in any Board examination for two years including that in which he is found guilty, if he is a candidate for an examination held twice a year.

(e) If a candidate during an examination of the Board is found consulting books, note books, or papers or any other matter found with him while outside the examination hall but during the examination hours and before he has handed over his answer book to the Superintendent or any other member of the supervisory staff, he shall be disqualified from appearing in any Board examination for two years, including that in which he is found guilty, if he is a candidate for an examination held once a year, or for four examinations, including that in which he is found guilty, if he is a candidate for an examination held twice a year.

(f) A candidate, who during the course of the examination writes either on blotting paper, or any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof, shall be disqualified for one year.

(ii) A candidate found guilty of passing on, or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself, or a part thereof or a solution of a question set in the question paper, to any one, shall be disqualified for 2 years including that in which he is found guilty.

(iii) A candidate found guilty in possession of a solution to a question set in the paper through connivance of any member of the supervisory or menial staff or some outside agency shall be disqualified from appearing in any Board examination for a period of three years and/or shall also be liable to such other punishment as the Chairman may decide.

(iv) A candidate found guilty of having made previous arrangements to obtain help in connection with the question paper shall be disqualified from appearing in any Board Examination for three years. The person with whom previous arrangement is made by the candidate shall also be disqualified from appearing in any Board examination for a period of 3 years and/or also be liable to such other punishment as may be decided by the Chairman.

13. (a) A candidate found guilty of—

(i) smuggling in an answer-book or a continuation sheet or,

(ii) taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre, or of any agency within or outside examination centre, shall be disqualified from appearing in any Board Examination for a period of four years. He shall also be liable to such other punishment as may be decided by the Chairman.

(b) A person found guilty of having written outside the examination

hall, an answer book or a continuation sheet for a candidate which the latter has smuggled into the examination hall, or of having managed otherwise to replace the answer-book of the candidate after the examination, shall be disqualified from appearing in any Board Examination for four years and or shall also be liable to such other punishment as may be decided by the Chairman.

(c) A candidate found guilty of serious misconduct in the examination hall or misbehaviour towards the Superintendent or any member of the supervisory staff outside the examination hall shall be disqualified from appearing in Board examination for a period of two to five years according to the nature of his misconduct.

(d) A candidate found guilty of using abusive or obscene language in the answer-book shall be disqualified from passing that examination.

(e) Any person who impersonates a candidate shall be disqualified from appearing in any Board Examination for a period of five years, if that person is a student on the rolls of a recognised school. But if that person is not on the rolls of a recognised school, he shall be declared as not a fit and proper person to be admitted to any future examination of the Board and the case, if necessary, may be reported to the Police. The candidate who is impersonated shall also be disqualified for a period of five years. All cases of impersonation shall be reported by the Secretary to the Board.

(f) A person who commits an offence under this regulation but is not a candidate for any Board examination shall be dealt with as under:—

(i) The Chairman may, if he so desires, hand over the case to the Police.

(ii) In the case of a teacher or a person connected with an institution, his conduct shall be reported to the Managing Body of the institution to the Government in the case of a Government institution and he shall be debarred from any remunerative job in the Board.

14. (a) A candidate obtaining admission to the examination on a false representation made by him in his application form shall be disqualified as under:—

(i) A candidate for the Matriculation examination who is discovered before the commencement of the examination, to have made a misstatement in his admission form, regarding the name of the Institution in which that candidate is studying on the date on which he had left that institution shall be declared ineligible to appear in the examination.

(ii) If the false representation relates to a previous examination not actually passed by the candidate he shall be disqualified from appearing in any examination of the Board for a period which may extend from 3 to 5 years as the Board may determine in each case.

(iii) If the false representation pertains to his eligibility to appear in the examination as a private candidate or any other matter not covered by, (ii) above, he shall be disqualified from passing any examination for a period of two or three years as the Board may determine in each case.

(iv) If it is found that a candidate or his/her guardian or parent has deliberately given a wrong date of birth in the admission applica-

tion form, or in the affidavit accompanying the form, the Board shall have power to declare the candidate ineligible to appear in the examination, or, if the fact is found after the candidate has appeared in examination, to cancel his/her result.

(b) A candidate forging another person's signature on his admission form or using a forged document knowing it to be forged and with a view to seeking admission shall be disqualified :—

(i) in the case of Matriculation, Higher Secondary or High School proficiency in M.I.L., or O.T. examination from passing any examination in that year and in the next year,

(ii) in the case of any other examination, for that very year.

(c) If a candidate for an examination in Science or some other subject. presents to the examiner a practical or class-work note-book which does not belong to him, he shall be disqualified from passing that examination.

(d) If a candidate leaves the examination hall without delivering the answer-book to the supervisor concerned and takes away the same with him or intentionally tears off, or otherwise disposes of his answer-book or any part thereof or the continuation-sheet or part thereof inside or outside the examination hall, he shall be disqualified from appearing in any Board examination for two years including that in which he is found guilty if he is a candidate for an examination held once a year or for four examinations including that in which he is found guilty, if he is a candidate for an examination held twice a year.

15. A candidate found guilty of deliberately disclosing his identity or making any distinctive marks in his answer book for that purpose, shall be disqualified for the examination concerned if he is a candidate for an examination held once a year and for two examinations if he is a candidate for an examination held twice a year.

16. (a) A candidate found guilty for communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the Secretary with the object of influencing him in the award of marks, shall be disqualified from passing that examination and the one following it.

(b) A candidate found guilty of approaching or influencing directly or indirectly, regarding his unfair means case, a Member of the Committee or any Board Official shall be disqualified for one year in addition to the punishment awarded to him under the Regulations for his offence for using unfair means.

17. Where a candidate has made an appeal to the examiner through an answer-book, such answer Book shall be liable to be cancelled.

18. For cases of unfair means not covered by these Regulations the Board, may, on the recommendations of the Examination Committee, impose punishment according to the nature of the offence.

19. A candidate who refuses to obey the Superintendents, of the Examination or any other member of the Supervisory Staff or changes his seat with another candidate or deliberately writes another candidate's Roll Number on his answer-book or creates disturbance of any kind during the examination, or otherwise misbehaves in or around the examination hall, shall be liable to expulsion by the Superintendent and shall be awarded any of the following punishments according to the seriousness of the offence :—

(i) Cancellation of the answer book of the paper concerned.

(ii) Disqualification from appearing in any Board examination which may extend to three years.

20. The Board may, if considered necessary, appoint annually Standing Committee to deal with cases of alleged misconduct and use of unfair means in connection with examinations if the Committee is unanimous, its decision shall be final except as given in the proviso below. If the Committee is not unanimous, the matter shall be referred to the Chairman who shall either decide the matter himself or refer it to the Board for decision:

Provided that, in the cases of alleged use of unfair means in connection with examinations, if in the opinion of the Chairman facts have been brought to light within 30 days of the decision by the candidate which, had they been before Committee, might have induced them to come to a decision other than the one arrived at, then the Chairman may order that such facts be reduced to writing and placed before the Committee.

The Committee shall then reconsider the case. A unanimous decision of the Committee shall be final, but in the event of a difference of opinion the case shall be referred to the Chairman who may either finally decide the case himself or refer it to the Board for final decision as he thinks fit.

21. If the Board is satisfied after enquiry that the integrity of a Board examination had been violated at an examination centre as a consequence of wholesale unfair assistance rendered to the examinees, the Board may order re-examination, besides taking action under Regulations relating to unfair means and may also abolish the examination centre for future or for a specified period.

22. In the Regulations contained in this chapter, the year means the academic year.

### (III) MODERATION OF RESULTS

1. Before declaration, the results of an examination together with a statement of percentage of passes in the whole examination and in each subject for the current and the four preceding years, shall be submitted to the Chairman.

2. The Chairman shall order publication of the result unless, on scrutiny of the figures submitted, he considers that there has been a distinct change of standard on the whole examination or in a particular subject and in that case he may refer the matter to the Examiners concerned for a report on the apparent change of standard, and may suggest a specific modification of the results or may take any other action as considered necessary.

3. The Board shall make rules relating to the preparation of results including appointment of Scrutinisers and prescribing of their duties, prescribing of forms for purposes of tabulation, checking of the results, making provisions to guard against possible occurrence, and other relevant matters.

### (IV) PUBLICATION OF RESULTS

1. For calculating pass marks fixed by the regulations for each examination, if a fraction is half or more it shall be rounded off to the next higher figures. And if a fraction is less than one-half, it shall be ignored.

2. The Secretary shall publish the results of examinations in such manner as directed by the Board.



3. Failure statements of the examinees, showing the subject or subjects in which they have failed to obtain the prescribed minimum number of marks, shall be prepared by the Secretary and it shall be his duty to communicate the same to the institution concerned within one week of the publication of results.

#### (V) ADDITIONAL EXAMINATIONS

Notwithstanding anything contained in other Regulations, the Board shall have power in the case of all examinations held by the Board, to hold additional examination in the same year for special reasons to be recorded.

#### (VI) EXAMINATION FEES

1. The Secretary may, when he considers it appropriate sanction the remission of late fee of Rs. 5 or the acceptance of the examination admission form and fee after the expiry of the last date with late fee:

Provided that the late fee chargeable after last date with late fee of Rs. 5 shall not be remitted. But in disputed cases, the Chairman shall have authority to decide whether or not any late fee is due and the amount thereof.

2. An extra fee of Rs. 10 shall be charged from private candidates for Matriculation and Higher Secondary Examination, who apply from outside Himachal Pradesh for an examination.

3. A candidate who fails to present himself for examination shall not be entitled to refund of the fee or to have it kept in deposit for a subsequent examination, provided that—

- (i) If a candidate dies before the commencement of the examination or during the course of examination without having appeared in any paper, the fee shall be refundable to the legal heirs;
- (ii) If a candidate is declared to be ineligible to appear in the examination he shall be entitled to refund of the fee;
- (iii) If a private candidate is declared ineligible to appear in an examination the registration fee, paid by him, may be refunded along with the admission fee;
- (iv) If a woman candidate is unable to appear in the examination for maternity reasons, her fee may be held over for the next examination, provided that the application for crediting the fee for the next examination must be made to the Secretary within three months of the termination of the examination concerned and shall be supported by a medical certificate if so required by the Chairman; and
- (v) If a private candidate, serving as a member of the regular and, Air or Naval Forces, is unable to appear in an examination owing to military emergencies he shall be entitled to the refund of fee on production of certificate, to this effect from the Officer Commanding of his unit at least 15 days before the commencement of the examination.

The application for refund of fee should be made within three months of the date when refund becomes due.

4. A candidate shall not be entitled to refund to examination fee paid by him—

- (i) If permission accorded to him to take an examination is subsequently cancelled as a result of mis-statement of facts or suppression

of important fact or want of relevant information in his examination admission form.

- (ii) If he tried to obtain admission to an examination by making a false statement of facts in his admission form.

### (VII) ADMISSION TO EXAMINATION

1. Application for admission to an examination shall be made on the prescribed form accompanied by the prescribed fee to reach the Board by the date prescribed in the regulations for the examination concerned. The Board may, however, change the date in a particular year, for special reasons to be recorded.

(a) of good character; and

(b) that the candidate is eligible to appear in the examination under the regulations prescribed for the examination concerned.

2. (a) The Board shall have power to exclude any candidate from examination permanently for a specified period for reasons to be recorded in writing by the Board if it is satisfied that such candidate is not a fit and proper person to be admitted thereto.

(b) If a candidate, after admission in an examination,

(c) commits an immoral act; or

(d) is discovered to have committed an immoral act which, in the opinion of the Board, is such that had come to their knowledge in time they would have excluded him from the examination;  
the Board may:—

(i) cancel his candidature for that examination and order that his result be not declared; and/or

(ii) disqualify him permanently or for a specified period.

If a candidate, subsequent to the issue of Roll Number, is found to be ineligible to take the examination, his candidature shall be cancelled.

(c) Where the chances of a candidate to clear an examination are limited and he is disqualified from appearing in it for a fixed period, he may be allowed by the Chairman one more chance to appear in the examination after the period of disqualification, in lieu of the chance or chances missed by him during the period of disqualification.

(d) Where the chances of a candidate to clear an examination are limited, the Board shall have authority to grant an extra chance, for valid reasons in lieu of one more chance missed by a candidate; provided that the extra-chance shall be immediately admissible next to the last admissible chance.

(e) Where a candidate has missed one or more chances to clear an examination on account of illness, additional chance or chances in lieu thereof will be available only if the candidate had submitted his admission form and fee and had informed the Secretary of the Board within 30 days of the commencement of the Board examination of inability to appear in the examination on account of illness, along with a medical certificate. Provided that the additional chance or chances shall be immediately admissible, next to the last admissible chance.

3. Men private candidates for all examinations shall submit along with their admission application forms, three copies of their photographs

certified on the fact by the authority countersigning their admission application forms, that the photographs are of the candidate submitting the forms, name of the candidate and that of his father being indicated on the photographs.

Candidates in field service may submit their identity disc in lieu of photo.

4. No one who has already passed an examination of this or any other Board, shall be permitted to reappear at that examination.

5. Notwithstanding anything contained in any other Regulation, the Board shall have power to admit a person provisionally to the next higher class pending his taking examination in a paper or papers, which he may have missed through no fault on his part:

Provided that in each case the Board shall record reasons for granting such permission.

6. A candidate whose result of the examination taken by him is notified as "Later" may be allowed to join the next higher class provisionally. In case he is ultimately declared as having failed, his admission shall stand cancelled and he shall forth with revert to the lower class. He shall have no claim against the institution he had joined and/or the Board.

Provided that fees paid by him for the higher class shall be adjusted against the lower class dues but in case he discontinues his studies, fees paid by him shall not be refunded.

7. Notwithstanding anything contained in any other Regulation, the Board shall have power to:—

(a) admit a person residing in a foreign country to appear in the Matriculation or Higher Secondary examination without attending prescribed course in a recognised school provided he possesses the requisite minimum qualification for admission to each examination;

(b) in the case of a foreign scholar who is not of Indian domicile or is not an Indian national and of a person of Indian origin studying in Burma or seeking admission to this Board, allow him the admission;

(c) in the case of a scholar from a foreign country allow him to offer Gujarati, Marathi, Tamil, Sindhi, Kashmiri, Thai and Malasyian language in place of a modern Indian language allowed under the Regulation for the examination concerned.

8. Notwithstanding anything contained in any other regulation, the Board shall have power, in the case of a permanently physically handicapped person, to—

(i) admit him/her to the Matriculation, Higher Secondary (Humanities or Fine Arts Group) as a private candidate, i.e., without attending a recognised school;

(ii) provide services of a competent amanuensis, free of cost, for writing out the answers at the examination;

(iii) permit the answers to be typewritten by himself/herself if the examinee so desires;

(iv) lay down any other method for assessing the examinee's academic ability and declare his/her result:

Provided that in each case, the examinee shall produce such evidence to the satisfaction of the Secretary as he may consider necessary, in proof of the

statement that his/her permanent disability is such that he/she deserves to be considered for the above facilities:

9. Notwithstanding anything contained in any other Regulations, the Board, in order to avoid hardship to a candidate, shall have power to relax the Regulation regarding change of subjects for any examination, or other similar Regulation where the mistake is primarily of the head of the institution provided that these powers shall not include relaxation of the minimum qualifications laid down for admission to the examination.

10. A prisoner serving a term of imprisonment may be allowed to appear in an examination if—

- (i) the certificate of good character required under Regulation 2 and another certificate of good conduct is given by Superintendent of the Jail concerned; and
- (ii) he is eligible under the Regulations for the examination concerned and also under the Regulation for private candidates:

Provided that if such examination is arranged in the jail, the expenditure involved shall be paid to the Board by the jail authorities.

### (VIII) RECTIFICATION OF RESULTS

1. The Board shall have the power to quash the result of a candidate after it has been declared, if:—

- (i) he is disqualified for using unfair means in the examination hall; or
- (ii) a mistake is found in his result; or
- (iii) he is found ineligible to appear in the examination; or
- (iv) he is a person against whom action under Regulation 3(b) could have been taken, had the facts come to the notice of the Board, earlier.

2. (a) A candidate shall be entitled to have his answer books rechecked on payment of a fee of Rs. 15 per answer book, subject to the following:—

- (i) Application for rechecking is received by the Board within 30 days of the date on which the result is declared by the Board.
- (ii) Rechecking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been assessed by the Examiner.

(b) If any mistake is discovered as a result of rechecking of answer book, as provided for in (a) above, the Chairman shall have power to rectify the result. In such case the fee paid under (a) shall be refundable.

### (IX) TAMPERING WITH A CERTIFICATE AND OBTAINING A CERTIFICATE ON FALSE REPRESENTATION

The Chairman shall have power to disqualify a person who is found guilty of—

- (i) tampering with his/her own certificate, or
- (ii) obtaining or attempting to obtain a certificate to which he/she is not entitled.

The period of disqualification will be determined by the Chairman and the decision taken by the Chairman shall be reported to the Board.

(X) REGULATIONS RELATING TO THE AWARD OF SCHOLARSHIPS UNDER SECTION 26(2)(b) OF THE ACT

1. The Board shall award annually scholarships to be known as Board Scholarships on the results of various examinations.

2. The Board shall determine, from time to time, the examinations for which scholarship or scholarships have to be awarded, their number and period of their tenure:

Provided that if two or more candidates are bracketed together in the marks obtained and are of the same age, they shall be entitled to the scholarships and the number of scholarships shall be increased accordingly.

3. The following scholarships shall be awarded on the results of the examinations:—

(a) *Matriculation*.—Eight scholarships of the value of Rs. 30 per mensem, if the number of candidates is 5,000 or less. Beyond this number, there shall be an increase of one scholarship for every additional complete unit of 1,000 candidates.

(b) *Higher Secondary Part I*.—Two scholarships of the value of Rs. 30 per mensem, if the number of candidates is 1,000 or less. Beyond this number, there shall be an increase of one scholarship for every additional complete unit of 1,000 candidates.

(c) *Higher Secondary Part II*.—Three scholarships of the value of Rs. 30 per mensem, if the number of candidates is 6,000 or less. Beyond this number there shall be an increase of one scholarship for every additional complete unit of 1,000 candidates.

If a scholarship holder fails in any examination the scholarship shall cease.

Scholarship holders who join institutions, other than those, recognised to the Board but where such scholarships are tenable shall draw the scholarship for the duration of their course, provided that a student shall cease to draw the scholarship if he fails in any examination.

4. Except in the case of scholarships awarded by the Government, no scholarship shall be awarded unless—

(1) On the result of the Matriculation or Higher Secondary examination the candidate is placed in the first division.

(2) In the case of other examinations, the candidate gets at least 55 per cent marks.

5. No candidate shall hold more than one scholarship in addition to a Board Scholarship. However, one of the following Scholarships may, be held by him in addition to the Board Scholarship—

(i) Merit-cum-means scholarship.

(ii) A scholarship reserved for Backward Classes/Scheduled Caste/Scheduled Tribes.

(iii) Atomic energy scholarship.

6. If a student stands first in an examination, but is not awarded or does not accept a scholarship which he would ordinarily hold, such scholarship may be awarded to the next eligible candidate on the list, failing him to the third student in order of merit, with the approval of the Chairman. It shall not be offered to the fourth student on the list. Provided that in a subject in which there are two scholarships the award may go up to the sixth candidate

in order of merit with the approval of the Chairman:

Provided that this restriction shall not apply to the examination in which merit scholarships have been offered by the Central/State Government or any other agency. In such cases, the above Regulation shall apply to the candidates next on the merit list after the award of Central/State Government Scholarship or other scholarship offered by any other agency.

7. A student who has been awarded a scholarship shall be hable to pay tuition fee to the college for the months for which the cholarship is claimed. This, however, shall not debar him from grant of full or half fee concession by the college.

8. Scholarship awarded on the results of the Matriculation examination shall be tenable for 24 months.

9. Scholarships shall be awarded on the express understanding that the holder shall attend a college as a regular student pursue his studies with industry. If it should appear, at any time, that the scholar fails to make satisfactory progress, or has been guilty of gross misconduct or laziness or has been irregular in attendance, he shall, after warning be reported by the Principal of the college etc., to the Board who may diminish or withdraw the scholarship.

10. Each scholar shall be informed of his having been awarded a scholarship. If a scholar does not notify the Board in writing of his acceptance of the scholarship within two weeks of the receipt of the Secretary's notice by registered post, he shall be liable to forfeit his scholarship which may be re-awarded.

## CHAPTER X

### SECTION I—REMUNERATION OF EXAMINERS RATES OF

#### GENERAL RULES

1. Examiners, Head Examiners or Experts from whom the answer-books for re-checking purpose are sent for be paid extra remuneration at Rs. 0.25 per answer-book.

2. No setting fee shall be paid to Examiners who set practical papers on the spot.

3. Rs. 1.00 will be deducted out of the remuneration from each Examiner except in the case of professional examinations as entry fee in the Examiner's card.

4. The scheme of providing Holiday Homes for Teachers Welfare and that funds for implementation of the scheme be collected, as under:—

1. 1 per cent deduction from the remuneration of Examiners.
2. Equal contribution by the Board.
3. Equal contribution by the Government.

SCALE OF REMUNERATION FOR PAPER SETTERS, HEAD EXAMINERS AND SUB-EXAMINERS IN THE MATRICULATION AND HIGHER SECONDARY (CORE) EXAMINATIONS

*Paper-setters*

	Rs.
(a) Fee for setting a written paper .. ..	75.00
(b) Fee for setting a second paper .. ..	10.00
(c) Fee for setting a practical paper .. ..	20.00
(d) Fee for issuing instructions to Sub-Examiners ..	50.00
(e) Fee for examining each scholarship case, or marking each answer-book when the Paper setter is also an Examiner .. ..	0.50

*Head Examiners*

If the number of Sub-Examiners is below 6 ..	150.00
If the number of Sub-Examiners is 6 or more but less than 20 ..	200.00
If the number of Sub-Examiners is 20 or more ..	300.00

This includes payment for revising test instalments also at the rate of 10 answer-books per Sub-Examiner.

Fee per answer-book for revising 5 per cent of the answer-books in written paper marked by Sub-Examiners excluding test instalments .. ..	0.50
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*Sub-Examiners*

*Written paper:*

Marking fee for each answer-book .. ..	0.50
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*Contingent expenses:*

(i) If the Sub-Examiner belongs to a station other than that of his Head Examiner .. ..	8.00
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1. If the Paper-setter is also acting as Head Examiner, he shall not be paid anything for issuing instructions.

2. A Head Examiner may re-examine more answer-books to satisfy himself, but he shall not be paid for more than 5 per cent without the previous sanction of the Chairman.

3. All those Sub-Examiners whose headquarters are not connected by rail, and the nearest railway station is more than 5 miles, are permitted to send their marked answer-books to the Head Examiner by post, instead of by rail. They shall be paid actual postage expenses on production of original vouchers, in addition to Rs. 3 paid to them by way of contingent expenses.

(ii) If the Head Examiner and the Sub-Examiner belong to the same station .. ..	Rs. 2.00
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*Practical paper*

Examining fee per candidate .. ..	0.75
Minimum fee .. ..	15.00



4. The person appointed to translate into another language the piece set for translation in a question paper shall be paid Rs. 10. The fee for translating the question paper shall be Rs. 25.

5. If an answer-book is divided into parts, the payment for different parts shall be so divided as not to exceed the fee for examining the whole paper.

6. The Chairman, on the recommendation of the Secretary, may permit Sub-Examiners to mark the answer-books of candidates over and above 360 in special cases in the interest of the Board.

7. If an examiner is appointed to examine answers to a paper or papers, that he has not himself set, the fee paid to him shall not be less than half the fee paid for setting the paper or papers.

8. When a third examiner is appointed by the Chairman in the event of a difference of opinion between the Head and Sub-Examiners the remuneration fixed for examining the single answer-book, shall be divided between the two Sub-Examiners, according to the nature of work. The distribution will be decided by the Secretary.

9. When an Examiner is appointed to examine answers to a paper or papers that he set for the examination of a previous year, the fee paid to him shall not be less than half the fee paid for setting the paper or papers.

10. For payment of setting fee the morning and the evening examinations shall be treated as separate examinations.

11. Except in case of practical examination in science subject, a minimum fee means least total amount to be paid to an examiner in respect of written examination.

SCALE OF REMUNERATION FOR PAPER SETTERS, HEAD EXAMINERS AND SUB-EXAMINERS IN THE HIGHER SECONDARY (ELECTIVE GROUP) EXAMINATIONS

<i>Paper setters</i>				Rs.
(a) Fee for setting a written paper	..	..	..	50.00
(b) Fee for setting a second written paper	..	..	..	20.00
(c) Fee for setting a practical paper:				
(i) First paper	..	..	..	40.00
(ii) For each subsequent paper	..	..	..	15.00
(d) Fee for marking each answer-book if he is also an examiner	..	..	..	0.75
(e) Fee for setting a vernacular piece (Sindhi, Tamil or Kannada, etc.) for translation into English	..	..	..	20.00
(f) Fee for examining vernacular translation piece (Sindhi, Tamil or Kannada, etc.) into English	..	..	..	0.75
				per answer book.
(g) Fee for setting Model paper	..	..	..	20.00

*Head Examiners*

Written 'paper:

- |  |  |
|--|--|
| (a) Co-ordination fee, including fee for examining, test instalment at the rate of 10 answer books per Sub-Examiner.       | Rs. 20 per Sub-Examiner with a minimum of Rs. 40                                 |
| (b) For revision of 10 per cent of the total number of answer books marked by his Sub Examiners excluding test instalment. | Usual fee per answer book which is permissible in each examination for revision. |
| (c) For issue of instructions  | Rs. 30 to all Head Examiners including paper-setters.                            |

*Practical Paper*

- |   |      |
|---|------|
|   | Rs.  |
| (a) Fee per candidate for revising 10 per cent of the papers examined by Sub-Examiner .. .. | 0.75 |
| (b) Co-ordination fee per examiner, subject to a maximum of Rs. 100 .. ..                   | 5.00 |

*Note.*—One Head Examiner shall be appointed for about 8,000 candidates.

- (c) Workshop Practice (including scale Drawing)

*Or*

- (i) Needle work and tailoring

*Or*

- (ii) Soft Toy making

*Or*

any one of the following crafts:

- (a) Leather work
- (b) Clay Modelling and Papier Mache.
- (c) Spinning and Weaving.
- (d) Gardening.
- (e) Woodwork.

*Or*

any one of the following Crafts (in the case of blind candidates):

- (a) Weaving
- (b) Caning of Chairs (Single and Double) and Basketry.
- (c) Book binding.

*Sub-Examiners*

Written paper—

(a) Marking fee for each answer-book	..	0.75
(b) Minimum fee	.. ..	12.00
(c) Contingent Expenses	.. ..	
(i) If the Sub-Examiner belongs to a station other than that of the Head Examiner	.. ..	8.00
(ii) If the Head Examiner and Sub-Examiner belong to the same station	.. ..	2.00

*Practical Paper*

(a) Examining fee per candidate	.. ..	1.25
(b) Minimum fee	.. ..	20.00
(c) Examining fee per candidate in Geography Paper C to be divided equally among the Examiners	..	1.62
(d) Fee for dictating the passage in Shorthand to the Higher Secondary (Elective Group) Candidates	..	10.00
(e) Examining fee per candidate in the subject of Craft for Higher Secondary Part II	.. ..	0.75

*Oral*

(a) Examining fee per candidate in French Oral	..	0.62
(b) Minimum fee	.. ..	12.50

1. Geography Paper C and Music shall be treated as science subject for purposes of payment to examiners.

2. The Head Examiner may re-examine more answer books in theory as well as practical examinations, to satisfy himself, but he shall not be paid for more than 10 per cent without obtaining the previous sanction of the Chairman.

3. One fee shall be divided equally if there are more than one Sub-Examiner for a candidate.

4. Except in the case of practical examination in science subjects, a minimum fee means least total amount to be paid to an Examiner in respect of written examination.

5. The fee for setting a question paper shall be divided equally amongst the Co-Paper-Setters.

6. The person appointed to translate into another language the piece set for translation in a question-paper shall be paid Rs. 10. The fee for translating the question paper shall be Rs. 25.

7. All the Sub-Examiners whose headquarters are not connected by rail and the nearest railway station is more than 5 miles are permitted to send their marked answer-books to the Head Examiner by post instead of by rail. They shall be paid actual postage expenses on production of original vouchers, in addition to Rs. 3 paid to them by way of contingent expenses.

8. When a third examiner is appointed by the Chairman in the event of a difference of opinion between the Head and the Sub-Examiners, the remuneration fixed for examining the single answer-book shall be divided between the two Sub-Examiners, according to the nature of work. The distribution will be decided by the Secretary.

9. If an answer-book is divided into parts, the payment for different parts shall be so divided as not to exceed the fee for examining the whole paper.

10. Examiners in Art Practical shall be paid for different parts of the practical examination separately.

11. Examiners for the biannual examination shall be treated as separate Examiners.

12. The students employed as 'subjects' for Psychology will be paid Rs. 1.50 per Session.

#### SCALE OF REMUNERATION FOR CHECKING ASSISTANTS TO HEAD EXAMINERS

1. Matriculation and Higher Secondary Core examinations.	Rs. 25 per thousand answer-books.
2. Higher Secondary Elective examinations	Rs. 40 per thousand answer-books:

Provided that a Checking Assistant shall receive a minimum fee of Rs. 5.

#### SCALE OF REMUNERATION FOR PAPER SETTER, HEAD EXAMINERS AND SUB-EXAMINERS IN THE VARIOUS EXAMINATIONS

##### (a) Middle Standard Examination

	Rs.
(a) For setting a paper .. ..	20.00 per paper
(b) Head Examinership .. ..	75.00
(c) Fee for Checking Assistant ... ..	20.00 per one thousand answer-books.
(d) Fee for examining an answer-book .. ..	0.31
(e) Fee for science practical .. ..	0.31 per candidate
(f) Fee to Superintendent .. ..	75.00 for full session plus actual fare.
(g) Class IV staff .. ..	(i) 1.00 per day subject to a maximum of Rs. 6.
	(ii) 0.61 per day to a sweeper.

(b) *J.B.T. Examination*

		Rs.
(a) For setting a paper	.. ..	40.00
(b) For examining an answer-book	.. ..	0.75
(c) Superintendentship	— ...	50.00 plus actual fare.
(d) Assistant Superintendentship	.. ..	20.00 plus actual fare.
(e) Practical examination	.. ..	0.75 per candidate per Examiner except physical education and recreation activities in which the rate is 0.37 per candidate.
(f) Head Examinership	.. ..	15.00 per Sub-Examiner plus 7½ per cent of the answer-books.

(c) *O.T./L.T. Examinations*

(a) Paper setting fee	.. ..	15.00
(b) Fee for examining an answer-book	.. ..	0.50

(d) *Home Science Examination*

(a) Fee for paper setting	.. ..	20.00
(b) Fee for examining written papers	.. ..	0.50
(c) Fee for examining practical papers	.. ..	0.75 per answer-book.

(e) *Library Science Certificate Examination*

(a) Fee for paper setting	.. ..	30.00
(b) Fee for examining an answer-book	— ..	1.00

CONTINGENT EXPENSES FOR THE ABOVE EXAMINATIONS FROM (A) TO (E)

1. *Head Examiners*

Actual expenses for—

- (i) Railway freight and cartage;
- (ii) Postage used for despatch of packets, results instructions to the Sub-Examiners and correspondence, etc; and
- (iii) Cloth etc., used for packing, if bags are not supplied by the Board.

2. *Sub-Examiners*

- (i) Conveyance/cartage upto a maximum of Rs. 2;
- (ii) Postage and Railway Freight (actual expenses); and
- (iii) Cloth, etc., used for packing of answer-books upto a maximum of Rs. 2 if bags are not supplied by the Board.

3. *Examiners for conducting Practical Examinations*

- (i) Conveyance upto a maximum of Re. 0.50 paise per session for Examiners whose centre of examination is within a radius of 3 miles from the place of their duty and upto a maximum of Rs. 2 per session for examiners whose centre of Examination is beyond 3 miles; and
- (ii) Postage, if any (actual expenses).

## TABULATION, CHECKING AND CROSS CHECKING OF RESULTS

Name of the Examination	Tabulation (per 100 candidates) (in Rupees)	Checking	Cross checking
(a) Higher Secondary examination ..	25.00 each	5.00 each	10.00 each
(b) Compartmental examinations ..	10.00 each	3.00 each	5.00 each
(c) For all other examinations ..	15.00 each	5.00 each	10.00 each

*Notes.*—1. Where the number of candidates for a particular examination is small, the minimum sum payable to each Tabulator, Checker and Cross Checker shall be the same as equal to the remuneration for 50 candidates.

2. Where the results have to be moderated by the Tabulators each Tabulator shall be paid an extra remuneration of Re. 1 each per 100 candidates if the moderation affects only one subject, Rs. 2 if it affects two subjects, and Rs. 3 if it affects more than two subjects.

## CHECKING OF ANSWER-BOOKS AND CONVERSION OF ROLL NOS.

- 1. Supervisors for checking of answer-books .. Rs. 25.00 per 1,000 answer-books including C Sheets.
- 2. Checkers of answer books .. .. Rs. 50.00 per 1,000 answer-books.
- 3. Daftries assisting the checking of answer-books Rs. 2.50 per 1,000 answer-books.
- 4. Conversion of Roll Numbers .. Rs. 5.00 per 100 answer-books.  
A sum of Rs. 200 will be paid to the Chief Secrecy Officer over and above

		the prescribed remuneration for annual examinations.
5. Daftries in the Secrecy Department	..	Rs. 2.50 per 100 candidates.
6. Co-ordinator of Results	... ..	Rs. 100.00 for each annual examination.

*Note.*—Minimum remuneration for item No. 4 above will be Rs. 15.

#### SUPERVISION AND INVIGILATION CHARGES, ETC.

1. Superintendent	..	Rs. 10.00 per day of examination, subject to a maximum of Rs. 125 for the whole examination; conveyance charges at the rate of Rs. 3 per day of examination in case the centre is beyond 3 miles from the residence of the Superintendent.
2. Assistant Superintendent (Invigilator)	—	Rs. 3 per session. Conveyance charges at the rate of Rs. 2 per day.
3. Clerk at the examination centre	...	Rs. 3 per day of examination. Conveyance charges at the rate of Re. 1 per day will be paid extra in case the Clerk has to go to a school other than the school in which he is employed.
4. Class IV staff at centre	..	Rs. 1.50 per day of examination.
5. Contingent expenses on cartage, conveyance, stationery and postage etc., incurred by the examination Superintendent	..	Actual expenses.

6. Payment to Amanuensis ..	Rs. 3 per session
7. Remuneration to Drawing teachers for setting models ..	Rs. 3 per session

### Expenses for practical examinations

1. Laboratory Assistant ..	Rs. 0.25 per candidate subject to a minimum of Rs. 2 per session.
2. Laboratory Bearer/Sweeper/Waterman ..	Rs. 1.50 per day of examination
3. Charges for consumption of chemicals, etc., and breakage of apparatus for the conduct of practical examination:—	
(i) Chemistry ..	Rs. 2.50 per candidate.
(ii) Physical Science ..	Rs. 1.50 per candidate.
(iii) Other subjects involving practical work ..	Actual expenses
4. Tabla/Nagma Player ..	Rs. 5 per session
5. Workshop Superintendent ..	Rs. 10 per day
6. Workshop Assistant Superintendent ..	Rs. 6 per day
7. Workshop Bearer ..	Rs. 1.50 per day

\*(In case the paper is of 6 hours duration)

### Preparing and checking of Certificates

1. Preparing/typing ..	Rs. 8.00 per 100 candidates.
2. Checking ..	Rs. 4.00 per 100 candidates.

### Maximum limit of Remuneration

No person shall be paid more than Rs. 1,000 in a financial year as remuneration for examining answer-books, tabulation and other examination work all taken together.

### PENALTIES IN THE CASE OF HEAD EXAMINERS, SUB-EXAMINERS, CHECKING ASSISTANTS TO HEAD EXAMINERS

Head Examiners deduction in case of delay in submission of result:—

- An automatic deduction of Rs. 10 per day of delay from the remuneration of Examiners and Head Examiners to be made in case the awards are not received within the prescribed date as required under the rules.
- Automatic deduction of Rs. 10 per day subject to a maximum of Rs. 100 shall be made from the remuneration of Head Examiners who do not submit the payment charts in respect of Sub-Examiners within one month from the date of despatch of final instalment of award lists.



# DEDUCTION IN CASE OF MISTAKES COMMITTED BY THE SUB EXAMINERS

- (i) Rs. 2.00 per mistake, subject to a maximum of Rs. 20
- (ii) Rs. 2.00 per page in case of marking centurial series, subject to a maximum of Rs. 10.

# DEDUCTION IN THE CASE OF CHECKING ASSISTANT TO HEAD-EXAMINER

- (i) Mistakes in totalling .. .. Rs. 10 per mistake.
- (ii) Omission in evaluating a question or a part of question. Rs. 10 per mistake.
- (iii) Neglect of duty on other account Rs. 10 per mistake.
- (iv) For every minor mistake detected by the office in award lists. Rs. 2 per mistake (out of Rs. 2 deducted, as such Rs. 1 shall be paid to the office hand who detected the mistake).

## INFORMATION REGARDING EXAMINATIONS

Detailed information Regarding the examinations of the Board shall be given in the prospectus of the examination concerned which will be issued annually by the Secretary of the Board and may be obtained from the Board's office on payment of the fixed price.

## CHAPTER XI

### SECTION I—RULE REGARDING ADMISSION MIGRATION OF STUDENTS

1. A scholar's Register in the form prescribed by the Board (Appendix II) shall be maintained for every scholar joining a recognised institution. The scholars' register shall be written by the head of the institution himself or under his supervision but the conduct and work record must always be filled in by the head of the institution.

2. Successive numbers must be allotted to scholars on their admission and each scholar should retain this number throughout the whole of his career in the school. A scholar returning to the school after absence of any duration shall resume his original admission number.

3. If a scholar applying for admission to a school has attended any other school, an authenticated copy of the scholars' register from his last school must be produced before his name can be entered on the rolls.

4. A scholar who has not passed the VIII class examination from a school recognised by the Board or the Education Department of a State Government/Union territory shall not be admitted to class IX of a school recognised by the Board.

5. A student who has not completed a regular course of study in class IX in an institution recognised by the Board shall not be admitted to class X of a recognised institution.

6. A scholar who has not attended a school for a whole year or the greater part of a year may be admitted into the class immediately above the one he last read and this fact should be recorded in the scholars' register. In the same way a scholar, who has not attended a school for two years or the greater part of two years may be allowed to join a class two standards higher and so on. In no other case the scholar shall be admitted into a class higher than that for which he holds the scholar's register.

7. A scholar transferred from a school recognised by the Board situated in a town to another school recognised by the Board in another town shall be admitted during any time of the year.

8. A scholar shall not be allowed to migrate from one recognised institution to another during the session after his name has been sent up for an examination of the Board.

This condition may be waived in special circumstances by the Chairman.

9. A scholar leaving his school at the end of a school session or who is permitted to leave his school during the currency of the session shall on payment of all dues receive an authenticated copy of the scholars' register up-to-date. A duplicate copy may be issued if the Head of the institution is satisfied that the original is lost but it shall always be so marked if the scholar seeks admission from a school recognised by the Board either in the same State or in another State, the scholars' register signed by the head of the school shall be sufficient authority for admission to the new school.

10. In case a scholar seeks admission from a school not recognised by the Board into a school recognised by the Board, the scholars' register of such a student of the previous school shall be countersigned by an officer not below the rank of a District Education Officer of the Education Department of the State/territory concerned and the scholar shall not be admitted into a school without such a countersignature.

11. If a statement made by the parent or guardian of a scholar or by the scholar himself if he was major at the time of his admission into a school is found to contain any wilful misrepresentation of facts regarding the scholar's career, the head of the institution may punish him by expulsion and report the matter to the Board.

12. No scholar who is reading in any school not recognised by the Board and preparing candidates for examination which is also not recognised by the Board shall be admitted into any class of the Higher Secondary department of a school recognised by the Board.

13. No scholar who is reading in any school not recognised by the Board but preparing candidates for examination recognised by the Board as equivalent to its Higher Secondary examination shall be allowed to migrate to a school recognised by the Board unless (a) a change of climate for the improvement of the scholar's health has been advised by a qualified medical officer, (b) the scholar's parent or guardians are transferred.

✓ 14. Notwithstanding anything contained in these Regulations the Chairman of the Board may, on the recommendation of the head of the institution recognised by the Board, sanction admission of a scholar from a school not recognised by the Board.

15. A migration certificate may be granted by the Secretary to a student wishing to migrate to any University/Board/Institute after passing an examination of the Board, on payment of the prescribed fee.

16. A duplicate copy of the migration certificate, if required by a student will be issued to him by the Secretary on payment of necessary fee.

*N.B.*—Migration certificate may also be issued to a candidate declared eligible for a compartmental examination of the Board.

## SECTION II.—RULES FOR CORRECTION IN THE ENTRIES WITH REGARD TO THE DATES OF BIRTH OF CANDIDATES IN THEIR APPLICATION FORMS, QUALIFYING CERTIFICATES ETC.

1. After the form of application of a candidate is received in the office of the Board, no correction in the entry with regard to the date of birth shall be made without the previous sanction of the Chairman

2. The Chairman may permit correction in the date of birth of any candidate if it is proved that a wrong entry was made in the school records or in the application of the candidate by a bonafide error.

3. No application for correction in date of birth shall be entertained unless it is forwarded and recommended by the head of the institution as also the Director of Education of the State/Administration concerned. The Director of Education shall, before forwarding the application to the Secretary of the Board, satisfy himself after inquiry and inspection of the school records that the mistake is a genuine one and may be corrected.

4. When the correction has been sanctioned by the Chairman all the records of the Board and of the institution concerned shall be corrected accordingly.

5. In case the qualifying certificate has already been issued to the candidate, the same shall be surrendered to the Board and the Secretary shall issue a fresh certificate bearing the corrected date of birth, in lieu of the certificate so surrendered. In such a case fee of Rs. 5.00 shall be charged from the candidate.

6. No correction in the date of birth shall be made after one year of the date of issue of the qualifying certificate, mentioned therein.

7. No application for correction in date of birth shall be entertained unless it is forwarded with a fee of Rs. 25.

## SECTION III.—RULES REGARDING CHANGE IN THE NAME OR SURNAME OF A CANDIDATE

Applications regarding changes in names or surnames of candidates may be granted, provided the changes have been admitted by the Court of Law and notified in the Government Gazette before the publication of the results of the candidates.

## SECTION IV.—RULES FOR MAKING PAYMENT BY THE BOARD IN CASES WHERE CLAIMANTS EXPIRE AFTER SUBMITTING THEIR BILLS TO THE OFFICE OF THE BOARD.

Payment in cases in which a claimant expires after submitting his bill to the office of the Board will be made to the wife of the deceased, failing which the eldest son of the deceased after due verification by a Magistrate that the claimant is the wife or the eldest son of the deceased. In case the wife and the eldest son are not alive, payment will be made to the person who has certificate of succession from the court.

SECTION V—RULES FOR PERMITTING CHANGE OF GROUP AND SUBJECT FOR AN EXAMINATION OF THE BOARD.

1. Principals of the schools are empowered to permit any change of group or subject(s) of their students during the course of IX class or upto July, 31st at the beginning of X class.

2. Any request made thereafter, for change of group or subjects may be acceded to by the Chairman on the recommendation of the Principal in special cases such as transfer of parents or guardians, physical disability of the candidate to pursue the subject(s) already offered or for any other adequate reason.

SECTION VI—RULES FOR THE APPOINTMENT OF AMANUENSIS AT THE BOARD'S EXAMINATION.

1. An amanuensis shall only be allowed—

- (i) in the case of blind candidate;
- (ii) in the case of sudden illness rendering the candidate unable to write, duly certified by a Medical Officer of the rank not lower than Assistant Surgeon;
- (iii) in the case of accident involving injury, rendering the candidate unable to write, duly certified by a Medical Officer of rank not lower than Assistant Surgeon;
- (iv) a physically handicapped student, who may be provided free of cost services of a competent amanuensis wherever necessary.

2. The amanuensis must be of a lower grade of education than the candidate and must not be attached to the institution to which he belongs.

3. The Superintendent of the examination centre concerned shall choose a suitable amanuensis and forward immediately to the Secretary of the Board, a report giving full particulars of the candidate of the amanuensis for his consideration and approval.

4. The Superintendent shall arrange a suitable room for the disabled candidate and also appoint one special Assistant Superintendent to supervise his examination.

5. The candidate shall pay fee of Rs. 10 per day of examination for the privilege so granted to him, to cover expenses. A blind candidate shall however, pay only the actual cost of the amanuensis.

6. The amanuensis shall be paid by the Board at Rs. 3 per session.

CHAPTER XII

APPOINTMENT, CONDITIONS OF SERVICE, ETC. OF OFFICERS AND EMPLOYEES OF THE BOARD AND DEPUTATION TO THE BOARD

I—PRELIMINARY

1. *Classification of employees.*—For the purposes of these Regulations, there shall be three classes of employees, namely:—

CLASS A

- 1. Secretary.
- 2. Deputy Secretary.
- 3. Assistant Secretary.
- 4. Office Superintendent.

- CLASS B
1. Ministerial and other staff in a pay-scale with the minimum pay of Rs. 110 or above per mensem and not included in Class A.
  2. Any other member of the Board staff recognised by the Board as such.

CLASS C All other employees not included in Class 'A' or 'B'.

2. In these Regulations—

- (i) 'Board' means the Himachal Pradesh Board of School Education;
- (ii) 'Service' means the whole period of continuous service including periods spent on leave;
- (iii) 'Active service' means, the time spent—
  - (a) on duty,
  - (b) on subsidiary leave,
  - (c) on recognised vacation or privilege leave or medical leave;
- (iv) 'Salary' means the amount of the monthly pay and allowances granted by the Board to an employee;
- (v) 'Average monthly salary' means the salary which an employee has earned during so much of his active service as is within one year preceding the day on which he proceeds on leave, divided by the number of months on which the calculation is made;
- (vi) 'Furlough' means leave earned by an employee of Class A or B in respect of periods spent on duty according to furlough regulations contained in this chapter;
- (vii) 'Permanent post' means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts;
- (viii) 'Permanent employee' means a person confirmed in a permanent post to which there is no other claimant besides him;
- (ix) 'Duty' includes service as a probationer or apprentice provided that such service is followed by confirmation without a break;
- (x) 'Pay' means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay, if any, but no other allowances;
- (xi) 'Special pay' means an addition of the nature of pay to the emoluments of a post granted in consideration of the special duties or of a specific addition to the work or responsibility; and
- (xii) 'Personal pay' means additional pay granted to an employee—
  - (a) to save him from a loss of substantive pay in respect of a permanent post due to revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure, or
  - (b) in exceptional circumstances on other personal considerations.

*Notc.*—Any case not coming within the perview of the Regulations contained in this chapter may be decided in accordance with the rules applicable to similar other employees of the Himachal Pradesh Government.

## II—APPOINTMENT, SUSPENSION, REMOVAL AND CONTROL

3. Save as otherwise provided in the Regulations, the appointment to, and suspension and removal from, office or any other kind of punishment of employees of the Board shall in the case of—

- (a) Employees of Class A in respect of Rest with the Government Secretary, Deputy Secretary and Assistant Secretary only).
- (b) Employees of Class B including Office Superintendent. Rest with the Board.
- (c) Employees of Class C Rest with the Chairman:

Provided that an appeal against the order of the Chairman shall lie to the Board, whose decision shall be final.

4. Save as otherwise provided in the Regulations, the fixation of salary and the conditions of service of every employees shall in the case of:—

- (a) Employees of Class A (in respect of Rest with the Government. Secretary, Deputy Secretary and Assistant Secretary).
- (b) Employees of Class B & C including Office Superintendent. Rest with the Board.

The Board shall have the power to sanction a higher start than the minimum of the grade, accelerated increment, allowance etc., as it deems fit.

provided that the pay scales of various categories of posts under the Board shall be the same as for the corresponding posts in the Directorate of Education of the Himachal Pradesh Government:

Provided further that all appointments in respect of which the Board is the appointing authority shall be made on the recommendations of the Appointment Committee.

5. When an employee who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for the suspension period as a punishment. In the case of his dismissal, payment of his allowance shall be made in accordance with the Fundamental and Supplementary Rules.

6. An employee under suspension may be paid subsistence allowance at such rates as the suspending authority may direct, but not exceeding one-half of the pay of the suspended person plus allowance at the discretion of the sanctioning authority.

7. A suspended person shall not be entitled to any leave for the period of suspension.

8. An increment shall ordinarily be drawn as a matter of course but the appointing authority shall be competent to withhold increment if the conduct of the employee has not been good or his work has not remained satisfactory.

9. Where an efficiency bar has been prescribed in a time-scale, the increment next above the bar shall not be given without the specific sanction of the authority empowered to withhold the increment.

10. The Board, may, from time to time, make, with the prior approval of the Government, rules relating to the appointment of the staff, not specifically mentioned in these Regulations, the payment of travelling Allowance, the writing off of losses, and the grant of permission to the staff for undertaking any work outside their normal duties.

### III.—LEAVE RULES—GENERAL RULES

11. (i) A leave account shall be maintained by the Deputy Secretary (Administration) in the case of every employee of the Board.

(ii) Leave cannot be claimed as a matter of right. When the exigencies of service so require a discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

(iii) Leave granted without pay shall not count towards bonus, if any.

(iv) Leave allowance wherever payable shall be paid monthly in the first week of the succeeding month.

(v) Casual leave cannot be combined with any other leave. It can be combined with holidays provided the total period, including holidays, does not exceed 16 days. It can also be combined with compensatory leave.

### IV.—LEAVE IN THE CASE OF EMPLOYEES OF CLASS 'A'

12. Leave under the following Regulations may be granted to employees of Class A by the Chairman.

13. The grant of furlough and extra-ordinary leave is subject to the condition that it can be granted without detriment to the business of the Board.

14. All employees shall be allowed one month's earned leave on full pay for every eleven months of service, subject to a maximum of four months at a time, as the competent authority may direct:

Provided that the competent authority may grant earned leave upto 4 months to an employee, after his attaining the age of superannuation, if it is felt that such leave cannot be granted, before the age of his/her retirement.

15. The furlough earned by an employee shall be one-ninth of his active service, provided that grant of furlough shall be subject to the condition that—

- (a) the employee returns to Board service on the expiry of his furlough or has attained the age of superannuation;
- (b) it may not be granted until the employee applying for it has completed  $4\frac{1}{2}$  years' active service;
- (c) it may not be granted again until the expiry of three years from the date of such employee's last return from furlough;
- (d) not more than 2 years' furlough may be granted at one time;
- (e) not more than 6 months' furlough may be granted to an employee after he has attained the age of superannuation in respect of his previous service;
- (f) furlough may be granted in combination with vacation or earned leave.

16. Leave on medical certificate may be granted to an employee at any time, subject to such limitations and conditions as the competent authority may, in each case, determine.

17. Rules for the grant of leave on medical certificate will be the same as applicable to similar other employees of the Himachal Pradesh Government.

18. The monthly allowance to be granted to an employee while on subsidiary leave and furlough shall be equal to half his average monthly salary. In the case of an employee taking leave on medical certificate, the rate

of the monthly allowance to be granted to him shall be such as the Board may, in each instance, determine.

19. If the employee over-stays his leave, he shall forfeit all his salary during the time of his remaining so absent; and if he overstays his leave for more than one week; his office shall be liable to be declared vacant.

20. The Board may, in its discretion, for any special reason, grant an employee who has completed at least five years service in the Board extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months.

provided that this leave may be granted:

- (a) upto a maximum of 16 months to an employee who has taken up employment elsewhere with the permission of the Board;
- (b) up to 2 years to an employee who is permitted to go elsewhere for higher studies; this leave may be extended up to three years in an exceptional case.

21. (a) A member of the staff who has completed 3 years service in the Board or Government of India, a University or similar body, for a scholarship, financial aid, etc., for higher studies, and if he is granted such scholarship, financial aid, etc., he may be granted leave without pay up to two years. This leave may be extended by another year in a special case but the total leave shall not exceed 3 years in any case:

Provided that this leave shall not be combined with study leave granted under Regulation 24.

(b) A member of the staff who has completed 5 years' service in the Board may be allowed to apply to some other University or Government of India, or Board or a similar body, for a scholarship, financial aid, etc., etc., for higher studies, and if he is granted such scholarship, financial aid etc. he may be granted leave on full salary up to one year and on half salary up to two years:

Provided that—

- (i) the scholarship, financial aid etc., and leave salary allowance shall not exceed one and a half times of the employee's monthly salary;
- (ii) leave granted under (b) may be extended by one year but this period shall be without pay;
- (iii) the employees granted leave under (a) or (b) shall execute a bond to serve the Board for at least 5 years on his return;
- (iv) that an application for grant of scholarship, financial aid, etc., shall be made by the employee only through the head of his department.

#### V. LEAVE IN THE CASE OF EMPLOYEES OF CLASS B

21A The grant of all leave is subject to the conditions that it can be granted without detriment to the business of the Board.

22. All employees shall be allowed one month's privilege leave on full pay for every year of service, subject to a maximum of four months at a time, as the Board may direct. Such leave may be combined with furlough or leave on medical certificate:

Provided that the Board may grant privilege leave up to four months to an employee, after his attaining the age of his retirement, if it is felt that such leave cannot be granted before the age of his retirement.



23. The furlough earned shall be deemed to be one-twelfth of an employee's active service; provided that:—

- (a) the employee returned to the Board service on the expiry of his furlough or has attained the age of retirement;
- (b) it may not be granted until the employee applying for it has completed six years active service;
- (c) it may not be granted again until the expiry of six years from the date of such employee's last return from furlough;
- (d) not more than six months furlough may be granted to an employee after he has attained the age of retirement in respect of his previous service;
- (e) employees who joined service in the University of the Punjab before the 27th August, 1926, and who opted to serve in the Punjab University with effect from October 1, 1947, shall be entitled to the grant of the whole of furlough leave due to them under the Regulations in force at the time of their appointment not exceeding two years after they have attained the age of retirement.

24. Leave on medical certificate may be granted to an employee at any time, subject to such limitations and conditions as the Board may, in each instance in which such leave is applied for, determine.

25. Rules for the grant of medical leave will be the same as applicable to similar other employees of the Himachal Pradesh Government.

26. Furlough and leave on medical certificate shall be reckoned from the date on which the employee quits his office to the date on which he resumes office.

27. The monthly allowance to be granted to an employee while on furlough shall be a sum equal to half of his average monthly salary. In the case of an employee taking leave on medical certificate, the rate of the monthly allowance to be granted to him shall be such as the Board may, in each instance, determine.

28. If the employee overstays his leave, he shall forfeit all his salary during the time his remaining so absent, and if he overstays his leave for more than one week, his office shall be liable to be declared vacant.

29. In the case of the Board employees holding sanctioned posts the powers to grant leave assigned to the Board shall be exercised by the Chairman.

30. The Board may, at its discretion, for any special reasons, grant an employee extra-ordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months' or except under exceptional circumstances be granted more than once in the whole course of the employee's service. This Regulation shall have retrospective effect:

Provided further that the maximum total period for which such leave may be granted shall not exceed two years.

31. For grant of leave on medical grounds the rules as applicable to other Government employees in Himachal Pradesh Government offices, shall apply.

#### VI LEAVE IN THE CASE OF CLASS C EMPLOYEES

32. The grant of leave to employees and the remuneration to be granted to such employees while on leave shall be in the discretion of the Secretary subject to the control of the Board.

## VII PROVISION ON RETIREMENT:

33. Provident Fund to be called the 'Himachal Pradesh Board of School Education Provident Fund' shall be established for the benefit of the employees of the Board.

34. (a) Every whole-time employees of the Board, appointed against a substantive post, shall as a condition of his service be required to become a depositor in the Himachal Pradesh Board of School Education Provident Fund.

(b) Any whole-time employee appointed temporarily in the first instance and subsequently confirmed in the same appointment, may by a resolution of the Board, be admitted to the benefit of the Himachal Pradesh Board of School Education Provident Fund from the date of his temporary appointment and the commencement of the permanent appointment.

(c) The Board shall also have power to permit any whole-time employee of the following categories to become a depositor in the Provident Fund:—

(i) appointed against temporary post not likely to be made permanent;

(ii) holding appointment of a fixed term.

(d) The Board may, at its discretion, allow a permanent employee to continue to be a depositor in the Fund even during the period of his absence on leave without pay, or any other programme approved by the Chairman for this purpose, but he shall not be entitled to Board's contribution during that period.

35. The subscription to the Fund shall be ten per cent on the salary of the depositor provided it is in whole rupee, i.e., when the calculation involves paise amounting to less than fifty it shall be ignored and when it amounts to fifty paise or more, full rupee shall be deducted. [Such subscription shall be deducted monthly from the pay of each depositor by the Secretary or other officer of the Board whose duty it is to pay it, and the amount deducted shall be paid into the Board Funds to the credit of the depositor.

Provident Fund contribution shall be made on the full pay and not the leave allowances for the period that the depositor is on leave or furlough.

36. At the end of each half year a sum equal to the aggregate amount subscribed to the Fund during each half year shall be contributed to the Fund by the Board and subject to the conditions contained in the provision to this Regulation such portion of the amount so contributed as shall be equal to the amount deposited by each subscriber during the half year for which such contribution was made, shall be placed to the credit of the depositor:

Provided that in the case of persons appointed on probation, the Board's contribution shall be placed to their credit on confirmation from the date of their appointment:

Provided further that:—

(i) the benefit of Board contribution to the Fund of an employee shall be as under:—

(a) nothing will be paid if the period of service put in by an employee is one year or less;

(b) half of the amount of the Board contribution will be paid if the period of service put in is more than one year but less than 5 years; and

- (c) full amount of the Board contribution will be paid if the period of service put in is more than 5 years or at the time of superannuation irrespective of the period of service;
- (ii) no employee of the Board, who has, in the opinion of the Board, been guilty of dis-honesty or other gross misconduct and has been consequently dismissed from his employment, shall be entitled to the benefit of, or to receive any part or share in, any sums, at any time contributed by the Board to the Fund on his account or the accumulated interest or profits thereof and that the Board shall be entitled to recover, as the first charge, from the amount for the time being at the credit of any employee a sum equivalent to the amount of any loss or damage at any time sustained by the Board by reason of his dishonesty or negligence, but not exceeding in any case the total amount of contribution credited to his account by the Board and of any interests or increment which has accrued on such contributions.

37. The Board shall pay interest on all sums deposited in the Provident Fund at a rate to be decided by the Board from time to time and the amount of such interest shall be half yearly placed to the credit of each depositor. Pies shall be eliminated all together each time from the rate of interest at the time of calculation of half-yearly interest payable to the depositors. The balance thus remaining unpaid shall be added to the interest earned in the next half year. The next rate of interest shall be calculated on the sum total of the previous balance and the present earned interest.

38. The Secretary shall cause to be maintained proper accounts relating to the Fund, showing the account for the time being at the credit of each depositor, and the general state of the Fund, in such form as the Board may, from time to time, prescribe. Each depositor shall be supplied with a pass book which shall show the amounts for the time, being at the credit of the depositor and which shall be in such form as the Board may, from time to time, prescribe.

39. Subject to the provisions of Regulation 38 the amount standing in the Fund to the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of the Board; provided that an employee who on reaching the age of retirement is granted extension in service may be permitted to withdraw fifty per cent of the Provident Fund standing at his credit.

40. In case of leave granted preparatory to retirement a subscriber may at the discretion of the Chairman, be permitted to withdraw up to ninety per cent of his assets in the Provident Fund. If under any exceptional circumstances the subscriber does not retire at the end of the leave, the full amount withdrawn shall be refunded as a condition of continued employment. This payment shall not affect the rules in regard to subscriptions during such leave or the claim to bonus or on the interest on the balance.

41. A depositor may make a declaration signed by him and attested by two witnesses in his Provident Fund pass book stating the name or names of the persons to whom he desires that in the event of his death the whole or any part of the amount of his deposit shall be paid. Such nomination may, at any time, be revoked by the subscriber or replaced by fresh nomination. If the employee has made such a declaration then the payment shall be made in accordance therewith and no succession certificate shall be required. On such payment being made, the Board shall be absolved of all liability in connection therewith.

42. Every employee, on leaving Board service, or on retirement, shall claim payment of Provident Fund standing at his credit within one year of its becoming due. Interest on the Provident Fund shall not be paid to any employee from the date of expiry of one year of his leaving Board service or his retirement.

43. The Board may, from time to time, make rules consistent with these Regulations and with the provisions of the Provident Fund Act, 1925, for:—

- (a) the conduct of the business of the Fund;
- (b) any matter relating to the Fund, or its management, or the investment of sums at the credit of the Fund, or the privileges of depositors not herein expressly provided for, and may add to, vary or cancel any rule so made.

44. As an addition to the benefits given under the Provident Fund Rules, the Board may, at its discretion, grant at the time of retirement to an employee or after his death to the person whose name has been registered under Regulation 45 for efficient and faithful service, a gratuity equal to a half month's actual pay which the employee was drawing at the time of retirement, for each year's service; provided that no gratuity shall be given to an employee of under 15 years continuous service and that no gratuity shall accrue for any year over 30 years' service and that no gratuity shall be given to the officers of Class A (in respect of Secretary, Deputy Secretary and Assistant Secretary) without the sanction of the Government:

Provided further that the Board may at its discretion grant such gratuity, as it deems fit under the circumstances, to

- (i) a person who dies before completing fifteen years' of service; and
- (ii) a person who joins the Board service at an age when he cannot complete full fifteen years' service up to the time of retirement.

Gratuity shall be calculated on the basis of every completed year of service.

45. If an employee of the Board who has served efficiently and faithfully dies before the age of retirement the Board may, in cases of real hardship, grant stipends or annuities, or both, as the case may be to the children/widow and other dependents of the deceased, for such period as it may consider necessary.

#### VIII—AGE ON RETIREMENT

46. (a) All whole-time paid members of the administrative staff except class IV employees shall retire on reaching the age of 58 years; or at such age thereafter as may be prescribed by the Board:

Provided further that, in exceptional cases, where the services of an individual are required on technical grounds, or on account of non-availability of suitable substitutes, for a particular post, the Board may grant further extension, not exceeding two years, if the incumbent continues to be efficient and fit, both physically and mentally.

(b) All whole-time class IV employees shall retire on reaching the age of 60 years provided that extension may be allowed up to the age of 65 years on the recommendation of a certificate of physical fitness from the Medical Officer authorised by the Board after every two years.

## IX—MISCELLANEOUS PROVISIONS

47. Except where otherwise expressly provided nothing contained in the foregoing Regulation shall apply to:

- (a) part-time employees of the Board;
- (b) persons re-employed after superannuation or those holding temporary or contract appointments.

The appointment and conditions of service including leave rules in the case of such persons shall be determined by the Board.

48. In respect of such matters, as are not covered under the Regulations aforesaid, the Board employees will be governed by the rules in force in other Government offices of the Himachal Pradesh Government and applicable to the corresponding category of officials.

## X.—QUALIFICATIONS ETC., OF STAFF OF THE BOARD

49. The educational qualifications, experience etc., for various categories of posts under the Board shall be the same as for corresponding posts in the Directorate of Education.

### *Deputation to the Board*

The following terms shall govern the grant of deputation (duty) allowance and other service conditions of Government employees, on deputation to the Board:—

- (1) (a) During the period for which a Government servant may remain on foreign service, he will draw pay admissible to him in his parent office from time to time plus deputation special pay equal to 10 per cent thereof subject to a maximum of Rs. 150 per month as per Government of India, Ministry of Finance (Department of Expenditure) Office Memo. No. 10(24)-E-III(B)/60, dated the 27th January, 1970.
  - (b) If the post carries a lower scale of pay, the pay in foreign service shall not exceed the pay, other than the special pay, personal pay and emoluments classed as pay under Fundamental Rule 9(21) (a)(iii) which he would have drawn from time to time if he were in Government service by more than 25 per cent of his pay.
  - (2) Dearness and other allowances as admissible to him in his parent office in case he draws pay as at (1)(a) above, otherwise at the rates as prescribed by the Board.
  - (3) He will be paid by the Board travelling allowance for his journeys to take up the assignment and to return there from as well as for journeys, if any, in connection with his work with the Board in accordance with the rules applicable to him in his parent office. Travelling allowance (both ways) for family of the Government servant will also be paid by the Board.
- “Family” for the purpose will include the Government servant’s wife residing with him and legitimate children and step children residing with and wholly dependent on him.
- (4) The joining time pay of the Government servant when proceeding on foreign service and on reversion therefrom shall be payable by the Board.

- (5) He shall remain subject to the leave rules applicable to the service of which he is a member and the Board will pay to the Government of Himachal Pradesh leave salary contribution according to the rates prescribed by the Government of India from time to time under F.R. 116. The whole expenditure in respect of any compensatory allowance or periods of leave in or at the end of the foreign service shall be borne by the Board.
- (6) The Board will be liable to pay leave emoluments in respect of disability leave granted to the Government servant on account of any disability incurred in and through foreign service under the Board.
- (7) He will not be allowed to join any pension scheme of the Board.
- (8) The Board shall pay pension contribution to the Government of Himachal Pradesh in respect of the Government servant who may be on foreign service to the Board at the rates in force from time to time in accordance with the orders issued by the Government of India under F.R. 116.

APPENDIX II  
SCHOLAR'S REGISTER FORM

SCHOOL

SCHOLAR'S REGISTER

REGISTER NUMBER

RECORD A

Dates of submission	Dates of Removals	Causes of removal

RECORD B

Name of scholar with caste, if Hindu, otherwise religion	Date of birth	Age at date of first admission to this school		Name, occupation and address of parent or guardian	The last school if any, which the scholar attended before joining the school	The highest class from which the scholar was fit for promotion on leaving his last school	Date of marriage if and when married
		Year	month				
1	2	3	4	5	6	7	8

## RECORD 'C'

Admission of promotion		Date of passing standard or class from this school	Attendance No. of school meetings	No. of meetings at which present	Rank in class No. of scholar in class	Place as shown by final examination of class	RECORD 'D'
Class 1.	Date 2	3	4	5	6	7	
I							Conduct and work during the year
II							19 — 19
III							Principal.
IV							19 — 19
V							Principal.
VI							19 — 19
VII							Principal.
VIII							19 — 19
IX							Principal.
X							19 — 19
							Principal.

Certified that the above Scholar's Register has been posted up-to-date of Scholar's leaving as required by the rules.

Dated.....

PRINCIPAL.



# ANNEXURE A

## CONDITIONS FOR THE RECOGNITION OF HIGH AND MIDDLE SCHOOLS

The recognition of a High or Middle School will be governed by the following conditions:—

- (1) that the school is needed in the locality on educational grounds;
- (2) that it is under a regularly constituted managing body which is approved by the Board and is registered every change in the management being reported to the Board;
- (3) that the school premises, accommodation, furniture and equipment are sufficient and suitable;
- (4) that it follows courses of study prescribed by the Board;
- (5) that it has attained and maintains a reasonable standard of efficiency in instructions;
- (6) that its discipline is satisfactory;
- (7) that the rates of tuition fees and funds are in accordance with the scales prescribed by the Board;
- (8) that suitable arrangements are made for compulsory physical training for all pupils except such as are declared unfit by a competent medical authority;
- (9) that the Headmaster recognised as the sole authority in all matters connected with the internal organisation of the institution including class promotion, teachers, time-table and assignment of work, discipline, etc.;
- (10) that the following records and registers are maintained—
  - (i) an admission and withdrawal register;
  - (ii) daily attendance register of pupils;
  - (iii) an attendance register of teachers;
  - (iv) a cash book showing all receipts and expenditure;
  - (v) A statistical register;
  - (vi) an acquittance Roll of Teachers;
  - (vii) an acquittance of scholarship-holders;
  - (viii) a punishment register;
  - (ix) a log book;
  - (x) a fee register;
  - (xi) a visitor's book;
  - (xii) a register of private tuition;
  - (xiii) a conduct register of all pupils; this also should show whether they live with parents or recognised guardians; or in hostels;
  - (xiv) a catalogue of library books and register showing their issue;
  - (xv) a register containing the results of house examination and department and other examination;
  - (xvi) a property register showing separately equipment, and appliances purchases with the aid of grants from public funds;
  - (xvii) register relating to all pupils fund;
  - (xviii) a correspondence register;

## CONDITIONS FOR THE RECOGNITION OF HIGHER SECONDARY SCHOOLS/MULTIPURPOSE SCHOOLS

2. The recognition of a Higher Secondary/Multi-purpose school shall be governed by the conditions laid down in Regulation 2 above and the following conditions:—

- (i) that the school has adequate equipment and teaching aids;
- (ii) that the schools follows the regulations, outline of test and Syllabus for Higher Secondary Examination prescribed by the Board;
- (iii) that the staff engaged is fully qualified and is capable of teaching the enriched curriculum;
- (iv) that the school has set up a career Committee for providing guidance to students in the selection of suitable careers;
- (v) that the school does not run old type Matriculation Classes;
- (vi) that the school will endeavour to introduce minimum of two elective groups so as to run as a Higher Secondary/Multipurpose School.

3. If a school is promising enough to deserve encouragement but does not satisfy all the conditions of recognition, provisional recognition may be granted for a period of three years. In such case, the orders shall be accompanied by a clear and definite statement of the conditions which should be fulfilled, before the school is recognised permanently.

### CONDITONS FOR THE RECOGNITION OF PRIMARY AND ELEMENTARY SCHOOLS

4. The recognition of Primary and Elementary School is governed by the following conditions:—

- (i) that it is needed in the locality on educational grounds;
- (ii) that it is under Manager or Managing Body approved by the Board;
- (iii) that it has been in existence for atleast six months;
- (iv) that it follows the curriculum prescribed by the Board;
- (v) that it has an efficient teaching staff;
- (vi) that it is satisfactorily housed and equipped;
- (vii) that it will be open to boys and girls alike except where the District Education Officer otherwise considers it undesirable;
- (viii) that there is at least one whole-time teacher provided for every 35 pupils in average attendance;
- (ix) that it possesses a copy of the Himachal Education Code, *if any*, and maintains the following records:—
  - (a) an admission and withdrawal register;
  - (b) daily attendance register of pupils;
  - (c) an attendance register of teachers;
  - (d) an acquittance roll of teachers;
  - (e) an acquittance roll of teachers;
  - (f) a fee register, if fees are charged;
  - (g) a property register;

5. If a school is promising enough to deserve encouragement but does not satisfy all the conditions of recognition, provisional recognition may be granted or renewed for a total period not exceeding three years in the case of Primary Schools, and not exceeding four years in the case of Middle, High/Higher Secondary Schools. In such cases the orders shall be accompanied by a clear and definite statement of conditions which should be fulfilled before the school will be permanently recognised.

6. When recognition is refused to a school, a copy of the order shall be sent to the manager or correspondent of the School stating the reasons for which recognition has been refused.

7. The management of recognised school shall undertake that all orders of the Board for the admission and removal of pupils, the promotion of pupils, the promotion of pupils to the higher standards, the dates and duration of schools terms and holidays, the conditions under which religious instructions may be imparted, the physical training of pupils, school games, school discipline, and the appointment, removal and conditions of service of the teacher staff, so far as such orders are applicable to the school in question shall be strictly observed.

8. Recognition may be withdrawn by the authority empowered to grant it, when a school or any of its departments or classes has ceased to fulfil the conditions of recognitions or when permission to close has been given, the recognising authority shall withdraw recognition from that school or department or class; provided that where recognition is withdrawn as a disciplinary measure the management shall be allowed a full opportunity of explanation. If the defects are capable of immediate or early removal, the school authorities shall in the first case be allowed reasonable time to be fixed by the recognising authority within which to remedy them, and if they are remedied to the satisfaction of that authority, recognition shall not be withdrawn.

9. Undue laxity in granting promotion, if it continues after due warning, will be considered sufficient reason for the withdrawal of recognition from any school or department which suffers from this defect.

10. Recognition is liable to be withdrawn from a school if the management or the staff of the school take part in agitation directed against the authority of Government or disseminate opinions against Government or of enmity and hatred between different classes or if the pupils are permitted to attend political meetings or to engage in any form of political or commercial agitation. Recognition will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why recognition should not be withdrawn.

11. The Board reserves itself the right, in the regulations of this chapter notwithstanding, to grant, refuse, or withdraw recognition at its entire discretion.

12. A school/institution or class from which recognition has been withdrawn shall not be restored to the privilege until the recognising authority has been satisfied that the defects which led to the withdrawal of recognition have been removed and in all other respects the school or class fulfils the prescribed conditions.

13. The recognition of an institution or department shall lapse if—

- (a) a recognised institution or department ceases to exist; or
- (b) a school institution is transferred to different building or locality not already approved by the department; or
- (c) school is transferred to a different managing body not already approved by the Department; or
- (d) in the case of provisional recognition the conditions imposed by the Board are not fulfilled on the expiry of the period of provisional recognition, or an application for permanent recognition is not received on the proper form, in the office of the District Education Officer concerned three months before the expiry of the said period:

Provided that recognition shall not lapse in the middle of a school year but not only at the end of it.

14. If the recognition of a school/institution or a department has elapsed under this regulation, then for the purposes of future recognition it shall be treated as a new school/institution or department.

15. Branches opened by the management of school already recognised shall also be treated as new schools/institutions or classes for the purpose of recognition.

16. An appeal against an order refusing or withdrawing recognition will in all cases lie to the Board.

17. In a recognised institution no pupil shall be refused admission on account of his caste or religion. No pupil once admitted to a recognised institution, shall be treated differently than the other pupils of his caste or religion.

18. Every recognised institution, with its accounts books registers, and other records shall be open to inspection at all reasonable hours of the authorised officers of the Board, by the executive officers of the Government authorised to inspect schools, by the Director or Assistant Director of Public Health and by any Civil Surgeon, Assistant Surgeon or Health Officer deputed by, or acting under the general orders of the Government, to examine the health of the students or the sanitary conditions of the buildings and premises.

19. Every recognised institution shall send, in the prescribed form, such periodical and other reports as may be required by the Board.

20. No books not authorised by the Board shall be used in any recognised institutions. Board reserves to it the right to forbid or to prescribe the use of any book or books or other publication at recognised institutions.

21. Every pupil of a recognised institution shall reside with his parents or with guardians recognised by the Board authorities and the parents or in a recognised hostel.

22. Hostels intended for the residence of pupils of middle schools shall be recognised by the District Education Officer. All other hostels will be recognised by the Board.

23. The recognition of a hostel is governed by the following conditions:—

- (i) the buildings and sanitary arrangements shall be approved by competent sanitary authority;
- (ii) there shall be satisfactory arrangements for medical attendance and supervision;
- (iii) management of the hostel shall be in the hands of a Superintendent approved by the recognising authority;
- (iv) there shall be fixed times for morning and evening roll call, study, meal, lights-out and the closing at night;
- (v) suitable arrangements shall be made for recreation;
- (vi) the following records shall be kept—
  - (a) an admission register showing the date of admission and home address of each boarder and the name of the parent or guardian;
  - (b) attendance register;
  - (c) accounts of income and expenditure;
  - (d) a sick register;
  - (e) a property register.

24. All applications for recognition should be in the prescribed form. Such applications from institutions applying for recognition for the first time

should reach the District Education Officer concerned on the 1st June, and the Director of Education on the 1st October each year:

Provided that the hostels already recognised by the Education Department, shall be deemed to have been recognised by the Board.

25. The application for recognition, with the recommendation of the Director of Education shall be scrutinised by the Examination Committee and placed before the Board with the Committee's recommendation for final orders.

26. Every recognised institution shall, if and when required render all possible help for holding of an examination conducted by the Board.

27. If the Board is satisfied that an institution should be granted recognition; it shall include the name of the institution in the list of recognised institutions maintained and published by it and the grant of recognition and permission to present candidates shall be communicated to the institution specifying the subjects, the conditions, the period and examinations for which recognition has been granted.

28. The Chairman may, if he so desires, set up an Inspection Committee for the inspection of the institution applying for recognition. The Inspection Committee shall consist of not more than three persons of whom at least one shall be from amongst the District Education Officers.

29. The report of the Inspection Committee shall be placed before the Examination Committee for consideration.

30. The Chairman may grant permission pending formal recognition after due inspection, to open classes, or on assurance by the Director of Education that the essential staff: equipment and accommodation were being arranged and that they shall be available before the classes are started.

31. Recognised institutions may be inspected at least once in 3 years by an Inspection Committee of the Board consisting of three persons appointed by the Chairman.

32. In each year, immediately after the results of the Matric and Higher Secondary Examination have been published, the Secretary shall prepare a list of recognised institution, which have failed to obtain an average of 33 per cent of passes in three succeeding examinations, including the examination just ended. The Board may, then, arrange for a special inspection of such schools with a view to ascertaining the competence of staff, the nature of teaching, and the mode in which case promotions are given. On receipt of a report on these points, the Board shall decide whether recognition of the institution should be continued.

### REGULATIONS FOR HIGHER SECONDARY EXAMINATION

1. The Higher Secondary Examination shall be held annually in the month of March or on such other date as may be fixed by the Board.

2. The duration of the course of instruction for the examination shall be three years after the eighth class and the course shall consist of two parts viz., Part I and Part II. The examination in Part I shall be held at the end of two years, and the examination in Part II at the end of third year. No candidate shall be eligible to appear in Part II examination unless he has previously passed Part I examination.

3. (i) Students will be admitted to two types of courses; the present Matriculation course and the new Higher Secondary course.

(ii) If a student of the school, which has changed over to the Higher Secondary course, has failed in his Matriculation examination, or had completed the course, but could not take the examination for some reason, he shall be eligible to continue his studies for the Matriculation examination in his old school for one year only after the school has changed over to the Higher Secondary course:

(iii) Provided further that no school shall admit or present students in any year for both the examinations except as provided in (ii) above. In special cases, however, the Board shall have power to grant permission to a school to send up students for both the examinations for a particular year.

4. A supplementary examination in Part I and Part II shall be held in the month of August or on such other date as may be fixed by the Board for the following categories of candidates:—

- (i) those who fail to appear after having completed the lectures/ attendances or fail or are placed in compartment or earn exemption in the annual examination; or
- (ii) those who were unable to appear in the annual examination owing to shortage of attendances, on making up the deficiency; or
- (iii) those who seek admission to fulfil the requirements of Regulation 2 for the Pre-Engineering, Pre-Medical and B.A./B.Sc. (Three year course) examination.

*Note.*—Candidates who appear in an elective subject under clause (iii) shall take the examination in three papers, i.e., one in Part I and two in Part II and there shall be no internal assessment in their case.

Candidates who pass the supplementary examination in Part I shall be allowed to take the Part II examination in the following year, provided they have completed the required attendances in the subjects of Part II examination. Such candidates will be entitled to continue their studies in the eleventh class till the results of the supplementary examination are published and those who fail shall revert to the tenth class.

The admission fee for the supplementary examination shall be the same as for the whole examination.

5. The examination shall be open to—

- (i) any pupil of a recognised school who has completed not less than 75 per cent of the total attendances. A deficiency of not more than 20 in the attendances may be condoned by the Secretary on the recommendation of the Head of the Institution recorded in writing.

*Note.*—In the case of a candidate for any competitive examination conducted by the Government for public services the days spent in the examination (i.e., from the first to the last paper of the candidate concerned and the travelling connected therewith) shall be counted on production of satisfactory evidence, towards attendances attended by him during the aforesaid period.

Attendances shall be counted from the date the classes are started up to the 14th day preceding the first day of examination. In case of those who join the class after having failed in the previous examination, the percentage of attendances shall be calculated from the 11th day after the publication of results.

If a candidate's attendances at school up to the date of the submission of names fall short of the required percentage, the Headmaster should submit his name to the Board provisionally. If the candidate has not completed the required percentage before the fourteenth day preceding the first day of the examination, the Headmaster should report to the Board authorities with a view to his admission being disallowed. If the letter of withdrawal from the Headmaster is received in the Board office one week before the first day of commencement of the examination, the admission fee received will be refunded.

A candidate whose name is struck off the rolls of a recognised school or who falls short of the required percentage of attendances, after sending up his application for admission to the examination shall cease to be eligible for examination. If, however, a candidate whose name had been struck off the rolls is re-admitted up to one month before the commencement of the examination, he shall automatically become eligible to appear for the examination.

(ii) Candidates who have been unsuccessful in the previous examination or candidates who have completed the required course but could not take the examination.

(iii) Private candidates admitted under the regulations.

6. Candidates shall submit their applications to the Secretary on the prescribed form and with the required certificates countersigned by the head of the school and in the case of candidates admitted under Regulation 5(ii) by the head of the school last attended.

The head of the school shall while countersigning admission forms of the students of his school for Higher Secondary Part II examination, certify that each student had undergone training in Civil Defence/General Defence, in accordance with the prescribed syllabus either in 9th or 10th or 11th class.

7. The amount of admission fee to be paid by each candidate shall be as follows:—

	For Part I Examination	For Part II Examination
(i) Pupils of recognised schools	Rs. 27.00	Rs. 35.00
(ii) Candidates admitted under Regulation 5(ii)	Rs. 40.00	Rs. 40.00

*Note.*—This includes fee for detailed marks.

8. The last date by which applications for admission to

examination and admission fees must reach the Secretary shall be as follows:—

	Without late fee	With late fee of Rs. 5	With late fee of Rs. 30	With late fee of Rs. 105
(i) Pupils of recognised schools.	November 15 of the year preceding the examination for March examination and June 15 for August examination.  Three days of grace shall be allowed after this date.	December 15 of the year preceding the examination for March examination and June 25 for August examination.	—	—
(ii) Candidates admitted under Regulation 5(ii).	September 30 of the preceding the examination for March examination and June 15 for August examination.  Three days of grace shall be allowed after this date.	October 31 of the year preceding the examination for March examination and June 25 for August examination.	November 30 for March examination and July 25 for August examination.	Up to 14 days before the commencement of the examination (subject to Secretary's discretion).

9. The medium of examination shall be as under—

(a) The question papers for both Part I and Part II examinations shall be set as under:—

- |                          |    |   |
|--------------------------|----|---|
| (i) English              | .. | English   |
| (ii) Sanskrit            | .. | Hindi   |
| Arabic and Persian       | .. | Urdu  |
| Other languages          | .. | In the language concerned   |
| (iii) All other subjects | .. | English, Hindi and Punjabi (Technical terms shall be given in English in Brackets). |

*Note.*—In the subjects where the syllabus of Part I is the same as that of Matriculation question papers will also be set in Urdu.

(b) The candidates shall write their answers—

- (i) in English in the case of English;
- (ii) in the language concerned in the case of Modern Indian and Oriental languages, except in Sanskrit paper, in which the answer may be written either in Hindi or Punjabi; and



(iii) In English and/or any one of the three Indian languages, viz., Hindi, Punjabi or Urdu, in the case of other subjects.

10. Every candidate shall be required to offer the following subjects:—

*Note.*—The blind candidates will not take the practical and the marks will be given on the basis of theory papers.

## PART I—EXAMINATION

(a) *Compulsory:*

(1) English.

(2) First language (Hindi or Punjabi or Urdu or Bengali).

*Note.*—Students offering Humanities, Commerce and Fine Arts Groups shall take up only one paper of the first language. That paper shall be on text-books common with one of the two papers to be taken up by students of other groups.

(3) Mathematics.

*Note 1.*—Blind candidates may offer Music or an additional language in lieu of Mathematics Paper B (Geometry); provided that the additional language shall be other than that already offered as a full subjects.

2. Girl candidates who do not offer Mathematics as an elective subject may offer Arithmetic Domestic Arithmetic and Household Accounts as alternative to Mathematics.

(4) Social Studies.

(5) General Science.

*Note.*—A student offering Science or Agriculture Technical or Home Science Group, shall take up only one paper in General Science.

Each compulsory subject shall carry 150 marks, two written papers and Internal Assessment. General Science will have a practical also.

(b) *Elective:*

(6) One paper of 50 marks in each of the three subjects of the elective group.

The periods to be devoted to different subjects in Higher Secondary Part I and Part II class shall be laid down by the Board. The schools will not submit internal assessment marks for elective subject in the 9th class.

## PART II—EXAMINATION

(a) *Compulsory:*

(1) English—(2 papers and internal assessment) .. 200 marks.

(2) Workshop Practice (including scale drawing) .. 100 marks.  
One practical paper and internal assessment.

*Or*

Needle work and Tailoring (for girls only).

Or

Soft Toy Making (for girls only).

Or

Any one of the following crafts—

- (a) leather-work;
- (b) clay-modelling and paper mache;
- (c) spinning and weaving;
- (d) gardening;
- (e) wood-work;
- (f) pottery; or

any of the following crafts (in the case of blind candidates):

- 1. weaving;
- 2. caning of chairs (Single and Double);
- 3. basketry, e.g., chicks, brooms, baskets of all sorts, mooras etc.; and
- 4. book-binding.

(3) First Language (Hindi or Punjabi or Urdu or Bengali) one paper and internal assessment:

.. 400 marks.

(4) Second Language (Hindi or Punjabi)

.. 100 marks.

*Note.*—A candidate who has offered Hindi as the First Language shall offer Punjabi as the Second Language and *vice versa*; provided that a candidate who offers Urdu or Bengali as his First Language shall offer a composite paper of Hindi and Punjabi:

Provided that—

- (i) a candidate from Himachal Pradesh who offers Hindi as First Language, shall have the option to offer Punjabi or Urdu or Elementary Sanskrit as the Second Language; provided that a candidate who has taken up Sanskrit in the Humanities Group shall not be allowed to offer Elementary Sanskrit as Second Language;
- (ii) a candidate of non-Punjabi origin, who offers Hindi as First Language, shall have the option to offer Punjabi or Urdu or French or German or Bengali or Tamil or Sindhi or Elementary Sanskrit as Second Language; provided that a candidate who has taken up Sanskrit or French, or German in the Humanities Group shall not be allowed to offer the same subject as the other language.
- (b) Elective Groups (Each subject shall carry 200 marks) including internal assessment of 50 marks.

*Group I.*—Humanities—Every candidate shall offer any *three* of the following subjects:—

- (a) A Classical Language (Sanskrit, Arabic, Persian) or French or German or Russian.
- (b) History.
- (c) Geography.
- (d) Economics.

- (e) Mathematics.
- (f) Music Instrumental or Vocal.
- (g) Home Science (for girls only).
- (h) Civics.
- (i) Drawing.

**Group II.—Science**—Every candidate shall offer any *three* of the following subjects:—

- (a) Physics.
- (b) Chemistry.
- (c) Biology.
- (d) Geography.
- (e) Mathematics.
- (f) Physiology and Hygiene (not to be taken with Biology).

**Group III.—Technical**—Every candidate shall offer the following subjects:—

- (a) Applied Mathematics and Geometrical and Mechanical Drawing.

*Or*

Applied Mathematics and Geometrical and Free-hand Drawing.

- (b) Physics-Chemistry.
- (c) Any one of the following:—
  - (i) Elements of Mechanical Engineering.
  - (ii) Elements of Electrical Engineering.
  - (iii) Elements of Building Construction.
  - (iv) Elements of Radio Engineering.

**Group IV.—Commerce**—Every candidate shall offer the following subject:—

- (a) Elements of Commerce.
- (b) Commercial Geography and Economics.
- (c) Any *one* of the following:—
  - (i) Book-keeping.
  - (ii) Shorthand and Typewriting.

**Group V.—Agriculture**—Every candidate shall offer the following subjects:—

- (a) Physics.
- (b) Chemistry.
- (c) Agriculture.

**Group VI.—Fine Arts**—Every candidate shall offer the following subjects:—

- (a) History and Appreciation of Arts.
- (b) and (c) Any *two* of the following:
  - (i) Drawing and Painting.
  - (ii) Modelling and Sculpture.
  - (iii) Music (Instrumental).
  - (iv) Music (Vocal) Hindustani.
  - (v) Dancing.
  - (vi) Applied Mathematics and Geometrical and Free-hand Drawing.

**Group VII.—Home Science (for girls only)**—Every candidate shall offer the following subjects:—

- (a) Household Management, Human Relations, Textiles, Clothing and Laundry.
- (b) Food Nutrition and Cooking.
- (c) Home Nursing, Child Development and Mother-craft.

The teaching in the subject of Workshop Practice (including Scale Drawing), or Needle-work and Tailoring (for girls or in the craft, and in the second language shall start from the 9th class and the internal assessment marks shall be submitted from the 9th Class.

11. A candidate for Higher Secondary Examination may be permitted to appear in Higher Mathematics, Drawing or Sanskrit as additional subject along with Higher Secondary, Part I and Part II examinations, on completing the prescribed course in the subject concerned paper A of the additional subject will be taken with Higher Secondary Part I and the remaining two papers with Part II examination. Such a candidate shall pay additional fee of Rs. 15 per subject; provided that it shall not exceed the fee prescribed for the whole examination. The result of the additional subject shall be declared only if he passes in the main examination.

12. For candidates appearing for Part I examination in 1965 and subsequent years and for Part II examination in 1966 and subsequent years—

(a) In order to pass Part I examination, a candidate shall be required to obtain as under—

- (i) English, Mathematics and First Language .. 33 per cent.
- (ii) Social Studies and General Science .. 33 per cent in one and 25 per cent in the other.

(iii) In any two papers of the elective subjects .. 33 per cent.

(b) If a candidate fails in one subject or more, and the total deficiency is not more than one per cent of the total aggregate marks, he shall be given these marks to make up the deficiency without regard to the number of subjects. If, by the addition of these marks, he obtains the pass marks as in (i), (ii) and (iii) above, he shall be declared to have passed the examination.

A candidate who obtains 33 per cent in the aggregate (this shall include marks in all the subjects including three papers of the elective subjects) but has failed to qualify in one subject except as provided in 12(a) above, obtaining not less than 20 per cent marks (this shall include marks in all the subjects including three papers of the elective subjects) may be admitted to a subsequent examination or examinations in that subject on submission of admission application form along with the fee as prescribed for the full examination on each occasion, and if he passes in that subject, he shall be deemed to have passed the examination:

*Provided* that the examination shall be completed within 25 months from the date of his failing in that subject in the first instance.

- (c) In order to pass Part II examination, a candidate shall be required to obtain 33 per cent marks in each subject provided that passing in the Second Language shall not be compulsory and the marks obtained in it will be added to the aggregate only if the candidate obtains in it at least 33 per cent marks. In the subject in which there is a practical examination this percentage shall be required (i) in the aggregate of written papers, and (ii) in the practical separately.

If a candidate fails in one subject or more and the total deficiency is not more than one per cent of the total aggregate marks, he shall be given these marks to make up the deficiency without regard to the number of subjects in which it is required, in order to be declared to have passed the examination.

A candidate appearing in the additional subject(s) or compartment subject or re-appear subject(s) shall also be eligible for the above concession, but the limit of grace marks shall be up to 1 per cent of the total aggregate marks of the subject(s) in which he appears.

A candidate who obtains 33 per cent of the aggregate (this shall include the marks of the Second Language) number of marks but has failed in one subject only, obtaining not less than 20 per cent marks, may be admitted to a subsequent examination or examinations in that subject on submission of the admission application form along with the fee as prescribed for the full examination on each occasion, and if he passes in that subject, he shall be deemed to have passed the examination; provided that the examination shall be completed within 25 months from the date of his failing in that subject in the first instance.

A candidate who is placed under compartment (This applies to compartment students of this Board. A candidate placed under compartment in one subject of the Higher Secondary examination of Delhi Board is allowed to join, provisionally, the next higher class till the supplementary examination of the same year. If he fails to clear the compartment subject at the next supplementary examination, his admission to the higher class shall stand cancelled) or is declared to re-appear in one or two subjects of the Part II examination shall be eligible to join provisionally the next higher class, i.e., the Pre-Engineering or the Pre-Medical or the 3-Year Degree Course or B. Com. Part I in the case of a candidate for Commerce Group, and if he fails to qualify in the compartment or re-appear subject(s) at the next supplementary examination, he shall be permitted to appear again in that subject(s) along with the Pre-Engineering, or Pre-Medical, or Part I of the 3-Year Degree Course or B. Com. Part-I at the next annual examination, but if he fails to qualify even at the second attempt, his result of the Pre-Engineering, or Pre-Medical, or Part I of 3-Year Degree Course, or B. Com. Part-I, as the case may be, shall be cancelled.

A woman candidate who is placed in compartment or is declared to re-appear in one or two subjects at the Higher Secondary examination and is unable to qualify in the compartment or re-appear subject(s) at the supplementary examination shall be eligible to appear as a private candidate for B.A. Part-I examination in April of the following year along with the compartment/re-appear subject(s), and if she fails to qualify in the compartment or re-appear subject(s), her result of B.A. Part-I examination shall be cancelled.

A candidate taking examination under this regulation shall be required to pay admission fee as for the whole examination and shall not be eligible for a scholarship, a prize, or a medal.

(d) Internal assessment awards shall be sent by the schools to the Board one in every class, i.e., 9th, 10th and 11th.

If there is a disparity of more than 10 per cent in the average marks obtained per student of a school, between the internal assessment and the external assessment, the marks awarded to all the students of the school internally will be increased or reduced in accordance with the average

number of marks obtained per student of the school in external assessment.

The Board office shall maintain a proper register showing periodical internal assessment of every candidate who, at the time of admission to 9th class, shall pay to the Board an internal assessment fee of Rs. 7 through the head of his institution.

There shall be no internal assessment for private candidates and their results shall be determined on the basis of external assessment only. The marks for external assessment shall be proportionately increased:

*Provided further* that students who are re-admitted to the 9th or 10th or the 11th class after detention or failure, shall pay the internal assessment fee again.

The Board shall lay down rules for details of internal assessment.

13. A candidate who—

- (i) has failed to qualify in the Higher Secondary (Core Subjects) examination, 1964 or earlier and re-appears in Higher Secondary Part I examination in 1965 and 1966;

*Or*

- (ii) having completed the attendances failed to appear in the Higher Secondary (Core Subjects) examination in 1964 or earlier and re-appears in Higher Secondary Part-I examination in 1965 and 1966;

*Or*

- (iii) owing to shortage in attendances failed to appear in the Higher Secondary (Core Subjects), examination in 1964 or earlier and on making up the deficiency appears in the Higher Secondary Part I examination in 1965 and 1966, shall take the examination, under the revised scheme, but he will be exempted from appearing in the subject of English. In the subject of Mathematics, either a paper or some alternative questions to cover the old syllabus will be set for him.

14. A candidate who—

- (i) passed Higher Secondary (Core Subjects) examination in 1964 or earlier and appears in Part II examination in 1966 or a subsequent examination;

*Or*

- (ii) failed in Higher Secondary (elective Groups) examination in 1965 or earlier and re-appears in Part II in 1966 or a subsequent examination; will not be required—
  - (a) to re-appear in Second Language, if he has already qualified in Second Language or Composite Paper of Hindi and Panjabi or could not offer Second Language then because there was no provision in the regulation in Core Subjects examination;
  - (b) to re-appear in Craft if he has already qualified in the Craft in Core Subjects examination.

In the case of a private candidate appearing under this regulation, there will be no internal assessment and marks in each paper shall be raised proportionately.

Such a candidate shall not be required to appear in 3 papers of Part I examination in case he changes his Elective Group.

A candidate who was placed under compartment or had earned exemption in Higher Secondary (Elective) examination held in 1965 or earlier, shall be allowed to appear in 1966/67 only in the subject or subjects in which he had been declared to re-appear, and marks of these subject(s) shall be raised proportionately according to the marks of the old scheme.

15. A candidate who has qualified for the Higher Secondary School Certificate from this Board or from another University/Board approved for this purpose may present himself for examination in a subsequent year taking up—

- (i) an Elective Group in which he has not already passed;
- (ii) a subject or subjects of an Elective Group in which he has not already passed;
- (iii) Hindi or Panjabi (1st Language of Part I/Part II).

Exemption may be granted in a subject or subjects already passed by a candidate in the Elective Group taken up subsequently. Admission fee for a group shall be full fee and for a subject or subjects Rs. 15 per subject; *provided that* it shall not exceed the fee prescribed for the whole examination.

A candidate for this examination may be permitted to take up one or two additional subjects along with the chosen elective group in that very year, on payment of additional fee of Rs. 15 per subject; *provided that* this shall not exceed the fee prescribed for the whole examination. If he passes in the additional subject(s), the marks obtained will be shown in the certificate:

*Provided that* in the case of a Science subject(s) the candidate shall be permitted to appear in the examination only on completion of the prescribed practical work in a recognised school.

There will be no internal assessment for the candidates appearing under this regulation.

16. The successful candidates of Part I and Part II examination shall be classified into three divisions, as under:—

- |                      |  |
|----------------------|--|
| (i) First Division   | ... Those who gain 60% or more of the aggregate number of marks. |
| (ii) Second Division | .. Those who gain 45% or more marks but less than 60%.           |
| (iii) Third Division | .. Those who gain below 45% of the aggregate marks.              |

17. Eight weeks after the termination of the examination, or as soon thereafter as possible, the Secretary shall publish a list of candidates who have passed and a list of those who have passed in additional groups. Each successful candidate at the Part II (Elective Group) examination shall be granted a certificate showing the division in which he has passed the examination and the marks obtained in each subject. Marks obtained in each subject shall be supplied to unsuccessful candidates also.

#### TRANSITORY REGULATIONS

1. Persons who have failed in the Higher Secondary (Elective Group) examination held in 1961 or 1962, without higher English as one their

subjects, shall offer higher English in the examination to be held in 1963 or a subsequent year, by dropping one of the other subjects.

2. Students who passed Higher Secondary (Core) examination before 1965, are allowed to qualify in English and Mathematics of the Higher Secondary Part I examination, upto the year 1970, either as private candidates or as regular students.

*Note.*—If a candidate was a member of N.C.C., this fact will be indicated on the certificate.

The admission fee for a candidate appearing under this regulation shall be Rs. 15 per subject; provided that it shall not exceed the fee prescribed for the whole examination.

3. A candidate who failed in Agriculture Group of Higher Secondary Part I in 1967, or earlier, may be allowed to re-appear according to the old syllabus for two years, i.e., 1968 and 1969 and a candidate who fails in this Group of Higher Secondary Part II in 1968 or earlier may be allowed to re-appear according to the old syllabus for two years, i.e., 1969 and 1970.

### REGULATIONS FOR PRIVATE CANDIDATES

1. The following persons may be allowed to appear as private candidates, in Higher Secondary Part II examination in the Humanities and Commerce Groups only:—

(a) Women;

(b) (i) Members of regular Land, Air and Naval Forces, if they are either serving in the Punjab, Haryana, Himachal Pradesh or Union territory of Chandigarh, or are bona fide residents of any of these States. Such persons as resign their posts or are released by army authorities may also be permitted within 3 years of their release if they are bona fide residents of any of the above States—

(ii) Members of the Border Police on the cadre of the Punjab, Haryana, Himachal Pradesh or Union territory of Chandigarh if they are bona fide residents of any of these States;

(iii) Members of the Emergency Police Force created by the Ministry of Home Affairs, if they are either serving in the Punjab, Haryana, Himachal Pradesh or Union territory of Chandigarh, or are bona fide residents of the Punjab, Haryana, Himachal Pradesh or Union territory of Chandigarh.

(c) Members of the Indian Merchant Navy who are bona fide residents of the Punjab or Haryana or Himachal Pradesh or Union territory of Chandigarh.

### SPECIAL PROVISIONS

2. The heads of all recognised schools shall notify to the Secretary, the name of any student who is expelled or rusticated for serious breach of discipline or moral turpitude giving the exact reason for the action taken to enable the Board to ensure that the student concerned does not appear in the Matriculation examination, as a private candidate, during the period of rustication or expulsion.



## HIGHER SECONDARY COURSE (REVISED SCHEME)

*Note.*—Matric system in place of the present measures, weights, etc. has been introduced in the syllabus and courses of reading.

### PART I EXAMINATION, 1971

#### *Scheme of Examination*

#### (a) COMPULSORY

##### 1. English:

(i) Two written papers of 60 marks each	.. 120	} 150 marks.
(ii) Internal Assessment	.. 30	

##### 2. First Language (Hindi or Punjabi or Urdu or Bengali)

(i) Two written papers of 60 marks each	.. 120	} 150 marks
(ii) Internal Assessment	.. 30	

*Note.*—Students offering Humanities, Commerce and Fine Arts Groups shall take up only one paper of the First Language of 75 marks (i.e. 60 marks for the written paper and 15 marks for internal assessment) on text-books in common with one of the two papers to be taken up by the students of other groups.

##### 3. Mathematics:

(i) Two written papers of 60 marks each	.. 120	} 150 marks.
(ii) Internal Assessment	.. 30	

*Note.*—(1) Blind candidates may offer Music or an additional language in lieu of Mathematics Paper B (Geometry); *provided that* the additional language shall be other than that already offered as a full subject.

(2) Girl candidates who do not offer Mathematics as an elective subject, may offer Arithmetic, Domestic Arithmetic and Household Accounts as alternative to Mathematics.

##### 4. Social Studies:

(i) Two written papers of 60 marks each	.. 120	} 150 marks.
(ii) Internal Assessment	.. 30	

##### 5. General Science:

(i) Two written papers of 45 marks each and a practical of 30 marks	.. 120	} 150 marks.
(ii) Internal Assessment:	Written .. 20	
	Practical .. 10	

*Note.*—Students offering Science or Agriculture or Technical or Home Science Group shall take up only one paper in General Science consisting of 75 marks i.e., 45 marks for written paper, 15 marks for practical and 15 marks for Internal Assessment (10 marks for theory and 5 marks for practical).

#### (b) ELECTIVE

6. One paper in each of the three subjects of the Elective Group, i.e., 50 marks for each paper (40 marks for

written paper and 10 marks for internal assessment) }  
 except in the subject of Agriculture (Agriculture } Total  
 Group) in which there shall be 10 marks for practical } marks=150.  
 in lieu of internal assessment.

Group-I—Humanities—Every candidate shall offer any *three* of the following subjects:—

- |  |    |  |
|--|----|--|
| (a) A Classical Language (Sanskrit Arabic, Persian) or French or German or Russian | .. | One paper of 40 marks.                                 |
| (b) History  | .. | -do-   |
| (c) Geography  | .. | -do-   |
| (d) Economics  | .. | -do-   |
| (e) Mathematics  | .. | -do-   |
| (f) Music (Instrumental or Vocal)  | .. | (i.e. 20 marks for theory and 20 marks for practical). |
| (g) Home Science (for girls only)  | .. | One paper of 40 marks.                                 |
| (h) Civics   | .. | -do-   |
| (i) Drawing  | .. | -do-   |

Each subject will carry an internal assessment of 10 marks.

GROUP-II—Science—Every candidate shall offer *three* of the following subjects:—

- |   |    |                        |
|---|----|------------------------|
| (a) Physics   | .. | One paper of 40 marks. |
| (b) Chemistry   | .. | -do-                   |
| (c) Biology   | .. | -do-                   |
| (d) Geography   | .. | -do-                   |
| (e) Mathematics   | .. | -do-                   |
| (f) Physiology and Hygiene (not to be taken with Biology) | .. | -do-                   |

Each subject will carry internal assessment of 10 marks.

GROUP-III—Technical—Every candidate shall offer the following subjects:—

- |  |    |                        |
|--|----|------------------------|
| (a) Applied Mathematics and Geometrical and Mechanical Drawing | .. | One paper of 40 marks. |
|--|----|------------------------|

Or

- |   |    |      |
|---|----|------|
| Applied Mathematics and Geometrical and Free-hand Drawing | .. | -do- |
| (b) Physics-Chemistry                                     | .. | -do- |
| (c) Any <i>one</i> of the following:—                     |    |      |
| (i) Elements of Mechanical Engineering                    | .. | -do- |
| (ii) Elements of Electrical Engineering                   | .. | -do- |
| (iii) Elements of Buildings Construction                  | .. | -do- |
| (iv) Elements of Radio Engineering                        | .. | -do- |

Each subject will carry internal assessment of 10 marks.

GROUP-IV.—Commerce—Every candidate shall offer the following subject:

- |  |    |                        |
|--|----|------------------------|
| (a) Elements of Commerce               | .. | One paper of 40 marks. |
| (b) Commercial Geography and Economics | .. | -do-                   |
| (c) Any one of the following:—         |    |                        |
| (i) Book-keeping                       | .. | -do-                   |
| (ii) Shorthand and Typewriting         | .. | -do-                   |

Each subject will carry internal assessment of 10 marks.

Group V.—Agriculture—Every candidate shall offer the following subjects:—

- |                 |    |                          |
|-----------------|----|--------------------------|
| (a) Agriculture | .. | .. One paper of 40 marks |
| (b) Physics     | .. | -do-                     |
| (c) Chemistry   | .. | -do-                     |

Each subject will carry internal assessment of 10 marks, except in the subject of Agriculture in which there shall be 10 marks for practical in lieu of internal assessment.

Group VI.—Fine Arts—Every candidate shall offer the following subjects:—

- |  |    |  |
|--|----|--|
| (a) History and Appreciation of Art                            | .. | One paper of 40 marks.                             |
| (b) and (c) Any two of the following:—                         |    |  |
| (i) Drawing and Painting                                       | .. | One practical paper of 40 marks.                   |
| (ii) Modelling and Sculpture                                   | .. | -do-   |
| (iii) Music (Instrumental)                                     | .. | 40 marks (20 marks each for theory and practical). |
| (iv) Music (Vocal) Hindustani                                  | .. | -do-   |
| (v) Dancing  | .. | -do-   |
| (vi) Applied Mathematics and Geometrical and Free-hand Drawing | .. | -do-   |

Each subject will carry internal assessment of 10 marks.

Group VII.—Home Science (for Girls only)—

Every candidate shall offer the following subjects:—

- |  |    |      |
|--|----|------|
| (a) Household Management, Human Relations, Textiles, Clothing and Laundry. | .. | -do- |
| (b) Food Nutrition and Cooking   | .. | -do- |
| (c) Home Nursing, Child Development and Mother-craft.                      | .. | -do- |

Each subject will carry internal assessment of 10 marks.

During the 9th Class teaching shall largely cover subjects, included in the compulsory subjects from Nos. 1-5. In the 10th Class all the subjects (i.e. both compulsory and elective group subjects) shall be taught, allowing about 40 per cent time to elective subjects. The schools will not submit internal assessment marks for Elective Group subjects in the 9th Class.

*Note.*—For the syllabus and courses of reading in Paper A of each of the three subjects of the elective group to be offered in Part I examination, see the syllabus of the respective group.

## ANNEXURE 'B'

### REGULATIONS FOR THE MATRICULATION EXAMINATION

1. The Matriculation Examination shall be held once every year in the month of March or on such other date as may be fixed by the Board. A supplementary examination shall be held every year in the month of September or October or on such other date as may be fixed by the Board for private candidates only.

2. The Examination shall be open to—

(i) Any pupil of a recognised school who has completed not less than \*75 of the total attendances. A deficiency of not more than 20 in the attendances may be condoned by the Secretary on the recommendation of the head of the institution concerned.

(ii) Private candidates admitted under the regulations.

3. Candidates shall submit their applications to the Secretary on the prescribed form and with the required certificates, countersigned as follows:—

\*1. Attendances shall be counted from the date of opening of the classes.

In the case of those who join the class after having failed in the examination the percentage of attendances shall be calculated from the next month after the publication of the results to the month when the names are sent up for the examination.

If a candidate's attendance at school up to the date of the submission of names falls short of the required percentage, the Headmaster should submit his name to the Board provisionally. If the candidate has not completed the required percentage before the 14th day preceding the 1st day of the examination, the Headmaster should report to the Board authorities with a view to his admission being disallowed. If the letter of withdrawal from the Headmaster is received in the Board office one week before the 1st day of the commencement of the examination, the admission fee received will be refunded.

A candidate whose name is struck off the rolls of a recognised school after sending up his application ceases to be eligible for the examination. If, however, he is readmitted upto one month before the commencement of the examination, he would become automatically eligible for the examination.

2. In the case of a candidate for any competitive examination conducted by the Government for public service the days spent in the examination (i.e. from the first to the last paper of the candidate concerned and the travelling connected therewith) shall be counted, on production of satisfactory evidence, towards attendances attended by him during the aforesaid period.

- (i) Pupils of recognised schools, by the head of the school the candidate has most recently attended.
- (ii) Pupils of un-recognised schools and night schools permitted to send up private candidates. By the head of the school concerned.
- (iii) Other private candidates:
  - (a) By the Heads of High and Higher Secondary Schools; or
  - (b) by the principal of affiliated colleges including professional colleges; or
  - (c) by the Heads of University Teaching Departments; or
  - (d) by the District Education Officers.
  - (e) by the Deputy District Education Officers.

Or

- (f) by the persons authorised by the Secretary in case of Delhi candidates; or
- (g) by the Commanding Officers of their units in case of Military personnel, or
- (h) by the fellows of the Panjab University or
- (i) by the Deputy Director of Education, North or South Zone Himachal Pradesh.

4. (a) The amount of admission fee to be paid by each candidate shall be as follows:

				Rs.
(i) Pupils of recognised schools	..	..	..	27.00
(ii) Private candidates	..	..	..	40.00
(iii) candidates taking up English only	..	..	..	15.00

(b) The last date by which applications for admission to the examination and admission fees must reach the Secretary shall be as follows:

Without late fee	With late fee of Rs 5	With late fee of Rs. 30	With late fee of Rs. 105
1	2	3	4

(1) *Pupils of recognised Schools:*

November 15 of the year prece- ceding the exa- mination for March examination and	December 15 of year preceding the examination for March exa- mination and
--	---

June 15 for August Exa- mination. Three days of grace shall be allowed after this date.	June 25 for August examina- tion.
--	---

1	2	3	4
(2) <i>Private candidates:</i>			
September 30 of the year preceding the examination for March examination and June 15 for supplementary examination. Three days of grace shall be allowed after this date.	October 31 of the year preceding the examination for March examination and June 25 for supplementary examination.	November 30 for March examination and July 25 for supplementary examination.	Upto 14 days before the commencement of the examination (subject to Secretary's discretion).

5. The medium of examination shall be as under:—

(a) The question-papers shall be set in Hindi, Urdu and English, except in the case of— Punjabi,

- (i) Sanskrit; the questions shall be set in Hindi;
- (ii) Arabic and Persian: the questions shall be set in Urdu;
- (iii) other languages: the questions shall be set in the language concerned.

(b) The candidates shall write their answers—

- (i) in English in the case of English;
- (ii) in the language concerned in the case of Modern Indian and Oriental Languages, except in Sanskrit paper, in which, the answers may be written in either Hindi or Panjabi; and
- (iii) in English and/or any one of the three Indian languages, viz., Hindi, Panjabi or Urdu, in case of other subjects.

6. Every candidate shall offer six subjects as follows:—

(A) Compulsory:

- (1) English.
- (2) Mathematics.

*Note I.*—Girls will have the option of offering either Mathematics or in its place Arithmetic, Domestic Arithmetic and Household Accounts.

*Note II.*—A blind candidate may offer Music or an additional Language other than the language offered as a full subject or Arithmetic, Household Accounts and Domestic Arithmetic in lieu of Mathematics.

(3) Social Studies.

(4) A Modern Indian Language (Hindi, Panjabi or Urdu);

*Note.*—Scholars from Thailand Malaysia are allowed to offer Thai and Malaysian Languages respectively as one of their subjects, in lieu of the Modern Indian Language).

(5) General Science.

*Note. 1*—Students of a school which has no arrangement for teaching of this subject may offer, upto 1974 examination, one of the following subjects instead of General Science:

- (i) Physics and Chemistry;
- (ii) Physiology and Hygiene;
- (iii) Drawing.

*Note 2.*—A Private candidate may offer instead of General Science, one of the three subjects mentioned in Note 1.

*Note 3.*—Blind candidates shall be exempted from practical examination and for them the marks in theory papers shall be proportionately increased.

All the above subjects have 150 marks each, two written papers and internal assessment.

No. 5 (General Science, Physics and Chemistry, Physiology and Hygiene will have a practical examination also.

(B) Elective:

Any one of the following (each subject shall have 2 Theory papers and internal assessment, in the case of 3, 4, 5, 6 and 8, a practical examination also, total marks for every subject 150)—

- (1) A modern Indian Language (Urdu, Hindi, Panjabi or Bengali) other than the one offered by him as a compulsory subject, or French or German.
- (2) A Classical Language (Sanskrit, Persian, Arabic, Hebrew, Latin or Greek).
- (3) Physics and Chemistry (if not offered as a compulsory subject).
- (4) Physiology and (if not offered as a compulsory subject and if the candidate is not offering General Science).
- (5) Domestic Economy for Girl candidates only.
- (6) Agriculture or Animal Husbandry.

*Note.*—A candidate taking up Agriculture is required to produce a certificate duly countersigned by the Headmaster of a recognised school of having undergone practical training on Military Farm or some other farm approved by the Principal, Agriculture College, Solan for a period of four weeks.

- (7) Drawing (if not offered as a compulsory subject);
- (8) Music.

In the case of subjects where there is a practical examination, the distribution of marks for internal assessment in theory and practical shall be as under:—

	<i>Theory</i>	<i>Practical</i>	<i>Total</i>
1. Physics and Chemistry	.. 20	10	30
2. Physiology and Hygiene	.. 20	10	30
3. Agriculture	.. 20	10	30
4. Animal Husbandry	.. 20	10	30
5. General Science	.. 20	10	30

Candidates will be examined in the subjects of Hebrew, Greek, Latin, German and Arabic only with the permission of Board for which application must be made six months previous to the date of examination.

In addition to the above subjects, a candidate may offer Music, as an additional optional subject, carrying 40 marks, provided it has not been offered as an elective subject. Marks obtained in Music shall not be counted towards aggregate or division, but a mention shall be made in the certificate if a candidate passes in this subject.

If there is a disparity of more than 10 per cent in the average marks obtained per student of a school, between the internal assessment and external assessment, the marks awarded to all the students of the school internally shall be increased or reduced in accordance with the average number of marks obtained per student of the school in external assessment. For this purpose, every school shall forward to the Board one consolidated internal assessment awarded in the 9th Class and another in the 10th Class.

The Secretary shall maintain a register showing periodical internal assessment of every candidate, who shall pay the Board an internal assessment fee of Rs. 5 through the Head of the institution on joining the 9th class.

*Provided* that students who are readmitted to the 9th or 10th Class after detention or failure, shall pay the internal assessment fee again.

The Board shall lay down rules for details of internal assessment.

Every Headmaster shall, while countersigning admission forms of the students of his school, certify that each student had—

- (i) received instruction in one of the Crafts as laid down in the syllabus; and
- (ii) undergone training in Civil Defence/General Defence in accordance with the prescribed syllabus either in 9th or 10th class;
- (iii) for private candidates there shall be no internal assessment and their results shall be determined on the basis of external assessment only. The marks for external assessment shall be proportionately increased to make up the maximum in each subject.

*Provided* that in the case of the following subjects the distribution of marks between theory and practical for private candidates shall be as under:—

			Theory	Practical
1. Physics and Chemistry	..	..	110	40
2. Physiology and Hygiene	..	..	110	40
3. General Science	..	..	110	40

7. Candidates who have already passed an Oriental Title or a Modern Indian Language examination from the Panjab University at Lahore before 1948 or Panjab University may appear in English only. Such candidates having passed the examination in English shall be exempted from appearing in English when they appear in the remaining subjects to qualify for Matriculation, but they shall not be eligible for Scholarship.

8. A candidate who has passed the Matriculation examination without English or has failed in English shall be eligible to join provisionally the next higher class subject to his qualifying in English at the next supplementary and/or annual examination. *Provided* that his result for the next higher class shall only be declared if he qualifies in English of the Matriculation examination.



9. With effect from the examinations to be held in 1965 in order to qualify for Matriculation, a candidate must pass in five subjects: English, Mathematics and Modern Indian Language; and any two out of the remaining subjects. The minimum number of the marks required to pass shall be as under:—

- (a) For all subjects excluding Science 33 per cent in each subject.  
subject.
- (b) For Science subjects including (1) 33 per cent in written papers,  
Domestic Economy. (2) 25 per cent in practical, and  
(3) 33 per cent in the aggregate of  
written and practical.
- (c) For Music (Additional Option- 33 per cent both in theory and  
al subject). practical taken together;

provided that (i) if a candidate fails in one subject or more and the total deficiency is not more than one per cent of the total aggregate marks he shall be given those marks to make up the deficiency without regard to the number of subjects in which it is required, in order to be declared to have passed the examination; and (ii) if a candidate can pass in the sixth subject also within the limits of grace marks allowed in (i) he too shall be given the required number of marks.

A candidate appearing in—

- (i) additional subjects,
- (ii) English only,
- (iii) qualifying subjects.

shall also be eligible for the above concession, but the limit of these grace marks shall be upto 1 per cent of the total aggregate marks of the subject/s in which he appears.

10. (i) A candidate who has passed the School Leaving Certificate Examination of Panjab University at Lahore before 1948, may qualify for Matriculation by passing in the additional qualifying subjects.

(ii) A candidate who has qualified for Matriculation from Panjab University or from the Panjab University at Lahore, before 1948, may present himself for examination in a subsequent year taking up one or more subjects in which he has not already passed.

(iii) A person who—

- (a) has passed the Higher Secondary (Part-I) Examination of the Panjab University; or
- (b) has passed Higher Secondary (Part-II) Examination of the Panjab University; or
- (c) is a Government servant and has passed Higher Secondary (Part-II) Examination or any other higher examination of the Panjab University or any other recognised University or Board;

may be allowed to qualify in Hindi and/or Panjabi as additional subject/s of the Matriculation examination.

(iv) A candidate who has passed the Matriculation Examination from another recognised University/Board without English, taking English only as his subject.

(v) A person in the service of the Punjab Government, who has passed the Matriculation Examination from some other recognised University/Board, may also be permitted to qualify in the regional Language, i.e., Hindi or Punjabi, of the Matriculation standard.

The admission fee for candidates appearing under this regulation shall be Rs. 15 per subject with a maximum of Rs. 40.

*Note.*—This includes fee for detailed marks.

11. The successful candidates shall be classed into three divisions as under:—

Those who gain sixty per cent or more of the aggregate number of marks shall be placed in the first division; those who gain forty-five per cent or more but less than sixty per cent shall be placed in the second division; and those who gain below forty-five per cent marks shall be placed in the third division.

12. A candidate who has passed the Proficiency, High Proficiency or Honours Examination in Sanskrit, Persian or Arabic or Honours Examination in Hindi, Punjabi in Gurmukhi script or Urdu from Punjab University, shall, if he so desires, be exempted from passing in that language, provided he goes up for Matriculation within two years of his so passing. In awarding marks for that language, "Pass marks" shall be taken as representing the value of those marks.

13. Eight weeks after the termination of the examination, or as soon thereafter as possible the Secretary shall publish a list of the candidates who have passed, showing the division in which each has passed; a list of those who have passed additional subjects; and a list of oriental Faculty candidates who have passed in English only. Each successful candidate shall be granted a certificate showing the division in which he has passed the examination.

*Note.*—If a candidate was a member of N.C.C. this fact may be indicated on the Matriculation Certificate.

#### ✓ REGULATIONS FOR PRIVATE CANDIDATES

1. The Board may admit as private candidates to an examination for Matriculation and School Leaving Certificate—

(a) Girl candidates who have been residents of one or other of the States of Punjab, Haryana, Himachal Pradesh, Union Territory of Chandigarh or Delhi, for nine months preceding the examination.

*Note.*—For this purpose, a solemn declaration by the candidate shall be appended with the application form:

*Provided* that wives and daughters of Military personnel eligible to appear as private candidates, shall however, not be required to fulfill the condition of residence required in the first paragraph of this clause.

(b) Candidates from unrecognised Night Schools in Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh in which tuition is given in accordance with such rules as may be prescribed by the Board to persons who are occupied during the day in earning a living, or in learning some art or handicraft; provided the candidate, since July 1 of the year preceding the commencement of the examination, while attending the Night School, remained occupied during the day in earning a living or in learning some art or handicraft.

*Note.*—Un-recognised Schools applying for permission to send up students for the Matriculation Examination as private students shall apply for necessary permission on the prescribed form obtainable from the Secretary's Office.

Application on prescribed form accompanied by a fee of Rs. 30 must reach the office of the Board on or before July 1 of the year preceding the Matriculation Examination, through the Education Officer of the district concerned in the case of Schools situated in Punjab, Haryana, Union Territory of Chandigarh and through the Head of Education Department in the case of Schools in Himachal Pradesh.

- (c) (i) Candidates from Recognised Day Schools (for boys) in Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh for one year only provided they have been reading in the unrecognised school during the academic year preceding the commencement of the examination which period shall be reduced to six months in the case of a candidate who has passed the 9th class examination from a recognised school provided he produces a certificate to that effect from the Headmaster of the school concerned; if an unrecognised school (for boys) has failed to obtain recognition from the State Education Department after sending candidate as private candidates under this regulation for one year, this permission shall not be granted again.

*Note.*—Academic year, means the total period during which instruction is required for the purposes of any examination.

- (ii) Candidates from Unrecognised Day Schools (for girls) Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh provided that they have been reading in the unrecognised school during the academic year preceding the commencement of the examination which period shall be reduced to six months in the case of a candidate who has passed the 9th class examination from a recognised school provided she produces a certificate to that effect from the Head of the school concerned.

*Note.*—For purposes of this regulation, the academic year shall be—

- (i) for the annual examination, held in March from the first of May of the year preceding the examination;
- (ii) for the supplementary examination held in September from the first of January of the year of examination.
- (d) Candidates who having passed the Matriculation or the School Leaving Certificate Examination of the Board desire to reappear in the additional subjects.
- (e) Candidates who having failed in the Matriculation and School Leaving Certificate Examination of the Board desire to reappear in the examination.
- (f) Candidates who are bona fide residents of Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh and apply for permission to appear in (i) the English only after having passed any of the examinations in Oriental Languages or in Modern Indian Languages of the Board or (ii) or one more subject to qualify for Matriculation or as an additional subjects.

- (g) Candidates who have been residents of Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh for nine months preceding the examination. Provided such candidates have passed at least two years previously the 8th class examination in the compulsory subjects of English, Mathematics and any one of the Regional Languages, from any recognised school of a State in India, or any other examination recognised by the Board as equivalent thereto.

*Note.*—(A candidate who has passed 8th class examination from a State other than the Punjab, Haryana, Himachal Pradesh or the Union Territory of Chandigarh, need not have taken or, passed in the subject of Mathematics for this purpose).

No one who has been on the rolls of a school at any time during the academic year preceding the Board examination shall appear at the examination as a private candidate without recommendation from the Headmaster of the school in which he was a student.

*Provided* that sons and dependents of military personnel eligible to appear as private candidates, shall not be required to fulfil the condition of residence required in the first paragraph of this clause.

- (h) Candidates from other institutions in the Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh approved by the Board for the purpose.
- (i) Candidates from institutions outside India, approved by the Board.
- (j) Candidates appearing from outside India, at centres fixed by the Board.
- (k) Indians who have received earlier education in a foreign country, and have returned to the Punjab, Haryana, Himachal Pradesh Union Territory of Chandigarh or Delhi, during the two years preceding the examination and have passed the lower examination required under the regulations.

*Note.*—Documentary evidence, such as passport shall accompany the admission form.

- (l) Nationals of foreign countries temporarily resident in India.
- (m) Crippled persons if the Board is satisfied of the genuineness of each case.
- (n) Members of the regular Land, Air and Naval Forces and of Merchant Navy. Such persons as resign their posts or are released by army authorities may also be permitted within three years of their release.
- (o) Members of Border Police on the cadre of Punjab and Himachal Pradesh.
- (p) Members of the Emergency Police Force created by the Ministry of Home Affairs, if they are either serving in the Punjab, Haryana, Himachal Pradesh or Union Territory of Chandigarh, or are bonafide residents of Punjab, Haryana, Himachal Pradesh or Union Territory of Chandigarh.

2. The Heads of all recognised schools shall notify to the Secretary the name of any student who is expelled or rusticated for serious breach of discipline or moral turpitude giving the exact reasons for the action taken to enable the Board to ensure that the student concerned does not appear in the Matriculation examination, as a private candidate, during the period of rustication or Expulsion.

ANNEXURE "C"

MIDDLE STANDARD EXAMINATION

1. The Board shall conduct the Middle Standard Examination at the end of Class VIII ordinarily in the month of December for winter closing schools and February for summer closing schools.

2. The Middle Standard Examination shall be open to candidates from Middle, High and Higher Secondary Schools recognised by the Board who (the candidates) have studied for at least one academic year immediately preceding the examination in one or more schools of the types mentioned above and duly recommended by the Headmaster of recognised schools competent to present candidates for the Middle Standard Examination.

3. The following categories of candidates are eligible to appear for the above examination privately provided they are presented by the Headmaster of a recognised school:—

(a) students who had previously appeared and failed at the above Examination; and

(b) girl candidates.

4. All the candidates appearing in full subjects will appear in six compulsory subjects and one elective subject (total seven subjects) as under:—

1. English.
2. Hindi.
3. Maths. for boys/Maths. for girls.
4. Social Studies.
5. General Science.
6. Urdu.

ELECTIVE SUBJECTS:

1. Sanskrit.
2. Drawing.
3. Agriculture.
4. Instrumental/Vocal Music.
5. Home Science (for girls only).

OPTIONAL SUBJECTS (FOR CANDIDATES ONLY)

1. Maths. boys/Maths. girls.

5. The examination shall be conducted by written tests each of 2 hours duration which shall be in accordance with the courses of studies prescribed by the Board for Class VIII.

6. Each compulsory subjects, shall consist of 100 marks and the Elective/Optional subjects of 50 marks.

7. In order to pass the Middle Standard Examination a candidate must gain at least 30 per cent marks in each of the subjects; provided that a candidate who has obtained not less than 35 per cent marks in the aggregate but has failed in any one subject by not more than 7 marks or in any two subjects by not more than 5 marks (taken together) shall be allowed to pass.

8. Candidates obtaining 60 per cent marks or more in the aggregate shall be placed in the First Division and those obtaining not less than 45 per cent marks and less than 60 per cent in the Second Division. The other successful candidates shall be placed in the Third division.

9. A certificate in the prescribed form shall be awarded to every candidate who is declared successful in the examination.

10. The candidate appearing in the examination must possess a good moral character.

11. The candidate must have the requisite percentage of attendances as required under Article 210 of the Punjab Education Code.

12. The candidate must not have been debarred by the Board from appearing in the examination.

13. The fees prescribed shall be as under:—

(a) for a candidate appearing in compartment subject only Rs. 5;

(b) for a private candidate appearing in full subjects Rs. 10;

(c) late fee of Rs. 2 per candidate is chargeable if the forms and the admission fee are not received in the office of the Board within the prescribed date;

(d) for a regular candidate appearing in full subjects Rs. 8.

14. Last date for the receipt of Admission forms and fees in the office of the Board without late fee is 1st September, and with late fee 10th September for December examination of winter closing schools and 15th October, with late fee for February Examination of summer closing schools.

15. Last date for supplementary examination to be held in July for the compartment candidates only is the 1st of June without late fee and 10th June with late fee.

16. The scheduled caste/scheduled tribe candidates of Himachal Pradesh are exempted from the payment of admission fees. Such students must produce a certificate from Magistrate 1st Class/M.L.A., Head of Higher Secondary School/Middle or High School or Surpanch of the area under his/her official seal to the effect that the candidate belonging to a scheduled caste/scheduled tribe community and such a certificate must accompany the admission form.

17. The candidates who are short of attendances shall not be shown in the admission forms of other candidates who fulfil the eligibility rules. Separate forms would be used for such candidates and recommended for condonation clearly mentioning the number of days by which candidate is short of attendances giving reasons thereof. In case of illness a Medical Certificate from Incharge Hospital/Medical Practitioner would be necessary. The deficiency will be condoned ordinarily up to 2 months only in case there are sound reasons for the shortage.

#### J.B.T., EXAMINATION

1. The Board shall conduct annually, the J.B.T., Examinations on such dates as may be fixed by the Board from time to time.

2. The duration of the course will be 2 years Trainees must put in at least 75 per cent of the total number of working days. The Principal/Head of the Institution can condone up to 5 per cent shortage of attendance and the Board up to 10 per cent.

3. The examinations shall be conducted in two different parts viz., Part I and II which shall be of one year's duration each, the schedule will be

as under:—

*Part I—(Examination at the end of 1st Year)—*

*Internal and External Assessment:*

			<i>External</i>	<i>Internal</i>
A. Theory	..	..	350	—
B. Skill in Teaching	..	..	—	25
C. Crafts and Art	..	..	—	50
			(Major Craft 25 Minor Craft 25, Art, 10).	
D. Sessional Work	..	..	—	5
TOTAL		..	350	80
Grand Total (Part I)		..	450	—

*Part II.—(Examination at the end of 2nd year)—*

A. Theory	..	..	300	—
B. Skill in Teaching	..	..	250*	75*
(Including Recreational Activities and Games) (2 lessons).				

			<i>External</i>	<i>Internal</i>
*Organisation of Games	..	..	200	75*
Recreational Activities	..	..	50	—
C. Craft and Art	..	..	150*	100*
*Major Craft	..	..	75	50*
Minor Craft	..	..	45	30
Art	..	..	30	20
D. Sessional work	..	..	—	75
TOTAL		..	700	250
Grand Total (Part II)		..	950	
Total for the entire course		..	1,400.	

4. *Internal and external assessment.*—The Internal and external assessment will be shown in the Result sheet and the certificates to be issued. The detailed result in each part of the course shall be indicated in the result sheet as well as certificates. Trainees must pass separately in both the external and internal sections.

5. *Medium of examination.*—The medium of examinations shall be Hindi.

6. *Pass Marks.*—40 per cent in each paper of Theory, Practical skill in Teaching in Craft and Art and Sessional work both in internal as well as external assessment. Candidates securing 60 per cent marks or above will be placed in the Third Division, those securing 50 per cent but less than 60 per cent will be placed in the Second Division and those securing below 50 per cent but above 40 per cent will be placed in the Third Division.

7. A candidate who fails in 3 papers of theory but passes in all the other theory papers and various other sections of a particular examination will be placed in compartment in those papers provided he/she should appear next year in the external examination of that section only. If he/she fails in any section of the Internal assessment only, he/she should make up his/her deficiency in that institution till he/she satisfies the Head of the Institution.

8. *Details of Theory papers—Part I.*—(Examination at the end of the 1st Year) 7 papers each carrying 50 marks as under:—

*Paper I.*—Principles and Methods of Basic Education.

*Paper II.*—Health Education Recreational Activities.

*Paper III.*—History of National Movement.

*Paper IV.*—Second regional language (Hindi or Punjabi, English).

*Note.*—This paper will consist of two parts.

(a) Second Regional Language .. ..	25 marks.
(b) English .. ..	25 marks.

This will hold good in the case of those students who have passed Matriculation/Higher Secondary Examination with Hindi/Punjabi as first language or have passed Honours Examination (Giani or Prabhakar) in the Language concerned. Those who have not studied either Hindi or Punjabi as first language in Matriculation/Higher Secondary will have to appear in a composite paper in Hindi, Punjabi and English. The distribution of marks will be as under:—

Hindi—16.

Punjabi—16.

English—18.

*Paper V.*—Mathematics (Content portion).

*Paper VI.*—General Science (Content portion).

*Paper VII.*—Social Studies (Content portion).

**PART II—(Examination to be held at the end of the 2nd year):**

9. There will be 6 papers in Part II Examination of 300 marks, each carrying 50 marks as under:—

*Paper I.*—Elementary Child Psychology.

*Paper II.*—School Organisation and Community Development.

*Paper III.*—Methods of Teaching Mother Tongue, Second Language and English.

Mother Tongue .. ..	20 marks.
Second Language .. ..	15 marks.
English .. ..	15 marks.

*Paper IV.*—Methods of Teaching mathematics.

*Paper V.*—Methods of Teaching General Science.

*Paper VI.*—Methods of Teaching Social Studies.



## CERTIFICATE COURSE IN LIBRARY SCIENCE EXAMINATION

1. The Board shall conduct the examination in certificate course in Library Science on such date(s) as may be fixed from time to time.

2. This would be an elementary course of training in Librarianship on an under-graduate level. The objective of the course are:—

- (1) to give the student a knowledge of the basic functions of libraries;
- (2) to train him in Library skills with emphasis on practice of Library Works.

3. The minimum entrance qualification for the course is Matriculation preferably with some practical experience in Library Science. Candidates having passed Honours in Hindi or Sanskrit with Matriculation (English only) may also be considered for admission. Candidates seeking admission to the course will be given a test in handwriting at the time of interview. Those who fail to secure at least 33 per cent marks in the handwriting test will automatically be excluded from the interview and admission. Only those candidates whose names are recommended by any of the District Employment Exchanges in Himachal Pradesh will be considered for admission

4. Medium of Instructions is both Hindi and English and the students shall have the option to choose either of those languages as the medium of their examination. Question papers will be set in English.

5. The duration of the course is one academic year (July to May). There will be two months vacations, from the 1st January to the 28th February.

6. Fees and Funds would be as under:—

(1) Admission Fee	..	..	Rs. 5
(2) Security Deposits	..	..	Rs. 10
(3) Tuition Fee	..	..	Rs. 72.

(Payable in three instalments, first at the time of Admission, Second in the month of November and Third in the month of March).

(Students deputed by the Government are exempted from the payments of Tuition fee).

(4) Amalgamated Fund	..	..	Rs. 2
(5) Medical Fee	..	..	Rs. 2
(6) Departmental Examination fee.	..	..	Rs. 25.

(Payable in the month of March)

7. The following will be the Hostel Charges for boys only for whom the facility exists for the present:

(1) Admission Fee	..	..	Rs. 2
(2) Utensils Fee	..	..	Rs. 1
(3) Mess Advance	..	..	Rs. 35
(4) Caution Money	..	..	Rs. 20
(5) Room Rent	..	..	Rs. 2
(6) Electricity Charges	..	..	Rs. 3
(7) Servant fee	..	..	Rs. 3
(8) Medical fee	..	..	Rs. 50.

(Students deputed by the Government, are exempted from payment of room rent).

8. A candidate for the examination must have attended at least 3/4 of the total number of lectures delivered during the session.

9. The Examination shall comprise of the following papers:—

Serial No.	Subject	Marks in internal assessment	Marks in final examination	Total marks
1.	Library Administration and Reference service.	30	70	100
2.	Library Classification Theory	30	70	100
3.	Library cataloguing theory	30	70	100
4.	Library Classification ..	30	70	100
5.	Library Cataloguing ..	30	70	100
6.	Public and School Library Organisation.	30	70	100
TOTAL ..		180	420	600

10. Minimum number of marks to secure 1st Division will be 60 per cent of the total number of marks. Those who gain 50 per cent or more marks but less than 60 per cent of the total number of marks will be placed in the 2nd Division and the rest of candidates who obtain 33 per cent in each paper and 40 per cent of the total number of marks in the aggregate shall be placed in the 3rd Division. Candidates are required to pass separately in both the internal examinations. Those securing at least 25 marks in any one of the papers but 40 per cent in the aggregate of other papers will be placed in the compartment in that particular paper, and they must clear that paper within the next 2 years. Failed candidates will be allowed to re-appear at the examination as private candidates within the next two years. Failed and compartmental candidates will be required to pay the full examination fee of Rs. 25.

11. Each successful candidate will be awarded a certificate showing therein the division secured by him.

## DIPLOMA EXAMINATION IN

### 1. DRAWING AND PAINTING, 2. COMMERCIAL ART

1. The Board shall conduct Diploma Examination in Drawing and Painting and Commercial Art once a year on such date as may be fixed from time to time.

2. There will be a common Theory Paper for all candidates of 100 Maximum marks and 3 hours duration.

3. Candidates offering Drawing and Painting will be examined in the following practical papers:—

(a) Painting from life:	Max. Marks	100
(Time 24 hours to be spread over to 4 days).		
(b) Composition:	Max. Marks	100.
(Time 36 hours to be spread over to 6 days).		

4. Candidates offering Commercial Art will be examined in the following practical papers:—

- |  |            |      |
|--|------------|------|
| (a) Layout:                                  | Max. Marks | 100  |
| (Time 18 hours to be spread over to 3 days). |            |      |
| (b) Poster Design:                           | Max. Marks | 100. |
| (Time 30 hours to be spread over to 5 days). |            |      |

### ART EXAMINATION

1. The Board shall conduct the Art Examination on such date(s) as may be fixed from time to time.

2. The candidates will be examined in following papers:—

Serial No.	Paper	Max. Marks	Time allowable
1.	History and appreciation of Arts (Theory).	100	3 hours.
2.	Still life (Practical)	50	12 hours.
3.	Head Study (Practical)	50	6 hours.
4.	Pictorial Design (Practical)	100	18 hours.
5.	Clay Modelling (Practical)	100	18 hours.
6.	Commercial Art (Practical)	100	12 hours.

### T. D. C. ANGLO EXAMINATION

1. The Board shall conduct the T. D. C. Examination on such date(s) as may be fixed from time to time.

2. The candidates will be examined in the four papers as under:—

(1) *Paper I.*—(Principles of Education including Health Education):—

This paper will be divided into two sections A&B. Maximum Marks will be 100 and time 3 hours.

(2) *Paper II.*—(Psychology of Education):—

Maximum Marks would be 100 and time 3 hours.

(3) *Paper III.*—(School Organisation and General Methods of Teaching).

This will be divided into two sections A&B. Max. Marks would be 100 and time 3 hours.

(4) *Paper IV.*—This will be divided into two parts. Part I will contain questions on Teaching of English. Part II will consist of Sub-sections:—

A—History.

B—Geography.

C—Mathematics.

D—General Science.

E—Modern Language.

Maximum Marks will be 100 and time 3 hours.

Candidates will be required to select their answer from two of the sub-sections A to E in Part II of the paper in addition to those of Part I.

(VIII) Examination of Certificate Course in Physical Education:

1. The Board shall conduct the examination of Certificate Course in Physical Education annually on such date as may be fixed from time to time.

2. A candidate for the examination shall be required to appear in the following subjects of study:—

I—Theory	..	..	300 marks
II—Practical work	..	..	300 marks
III—Teaching ability	..	..	300 marks.

PART I—Theory (300)—Marks.

3. The examination in theory shall be divided into two sections as under:—

SECTION I—Annual Examination	200 marks
SECTION II—Year's works	100 marks.

4. In Section I there shall be 4 papers of 50 marks each as detailed hereunder:—

Paper I—Theory of Physical Education	50 marks.
Paper II—Organisation and Methods of Physical Education	50 marks.
Paper III—Human Body and its care	50 marks.
Paper IV—Recent Developments in Physical Education	50 marks.

5. In section there will be 100 marks internal 25 marks in each theory paper.

Part II—Practical Work (300) Marks.

6. The examination in practical work shall be divided into three sections as under:—

Section I—Formal Activities	..	100 marks.
Section II—Atheletics	.. ..	100 marks.
Section III—Games	.. ..	100 marks.

7. The candidates performance will be assessed after the completion of each activity.

8. PART III—Teaching ability shall be divided into two sections as under:—

Section I— (External)—200 marks: 2 lessons to be given at the time of final examination (One in atheletics or games and the other in formal activities).

Section II— (Internal)—100 marks: 15 Supervised Lessons.

9. A candidate shall be declared successful in the examination if he satisfies the following conditions:—

(I) He must secure at least 35 per cent marks in each paper.

- (2) He must secure at least 45 per cent marks in practical training.
- (3) He must secure at least 45 per cent marks in teaching ability.

10. The successful candidates shall be classed into divisions as under:—

*PART I—Theory*

35 per cent to 49 per cent	..	..	3rd Division
50 per cent to 59 per cent	..	..	2nd Division
60 per cent or above	..	..	1st Division.

*PART II—Practical Work*

45 per cent to 54 per cent	..	..	Pass
55 per cent to 64 per cent	..	..	2nd Division
65 per cent or above	..	..	1st Division.

*PART III—Teaching ability*

45 per cent to 54 per cent	..	..	Pass
55 per cent to 64 per cent	..	..	2nd Division
65 per cent or above	..	..	1st Division.

11. Successful candidates will be awarded a certificate in Physical Education showing therein the division secured by him.

12. A candidate shall have to pass the examination in all the parts separately.

13. The position of a candidate will be determined by the aggregate marks obtained by him.

14. A candidate who obtains 25 per cent in a Theory paper but passes in all other papers, no compartment in practical examination and Teaching Ability will be allowed. Such a candidate who is placed under compartment shall have 3 chances to clear the same.

15. 75 per cent attendances in Theory Papers and 85 per cent in Practical Work shall be compulsory. However as a special case the Principal/Head of Institution may condone 5 attendances in each section.

16. Six marks i.e., (1 per cent of the total marks) will be allowed to a candidate as grace marks whether in aggregate or in individual paper/practical work. However, no such concession is permissible in Teaching Ability i.e., Part III.

R. V. GUPTA,  
Secretary.